



toward a greener
tomorrow



EARTH DAY

In honor of Earth Day, Two Conway Park will be hosting an earth friendly event in the main building lobby from 1:00 to 2:00 pm on Thursday, April 22nd.

Make a commitment to be more environmentally responsible in 2010 and we'll enter your name in a raffle for some wonderfully terrific GREEN prizes.

Check in with the CBRE Management Team during the event to see the fabulous prizes and get all the details for making a sustainability pledge. Unable to attend? Make a pledge electronically. Simply commit to making a difference by completing the attached *Standards of Sustainability* form and send via email to donna.liddy@cbre.com or tracy.schaefer@cbre.com and we'll enter your name in the raffle.

All raffle winners to be announced on Friday April 23rd.





2010 *My Standards of* **SUSTAINABILITY**

MY COMMITMENT is to:

1. Replace all of my light bulbs with CFLs.
2. Unplug electronics and appliances when not in use.
3. Ensure my dishwasher and washing machine are always full before operating.
4. Compost kitchen waste and use as garden fertilizer.
5. Reduce, reuse and recycle to lessen the impact on my landfill.
6. Carpool and take public transportation more often.
7. Use only natural cleaning solutions (e.g., baking soda, vinegar and lemon juice).
- 8.
- 9.
- 10.

Name	Employer	Date
------	----------	------

Email	Phone #
-------	---------

Suggestions

Complete the list with **your own** or choose from these suggestions:

Eat locally grown and organic produce for a more self-sustaining community.

Drink from reusable containers and purchase less bottled water.

Decrease my lawn size by planting fruits, vegetables and native drought-tolerant plants.

Use a programmable thermostat and recommended temperature settings.

Wash clothes in cold water since heated water accounts for 90% of the energy used.

CB RICHARD ELLIS
presents

101 Tips

toward a greener tomorrow

HOUSEHOLD 1. Use motion sensors, photo cells or LED lights for outdoor lighting. 2. Replace screens with storm windows in winter to provide an extra barrier to cold air. 3. Caulk and weather strip windows and door frames to seal leaks. 4. Install double-pane windows. 5. Seal areas around all electrical penetrations, pipes and ventilation ducts. **Attic** 6. Ensure natural air flow in the attic to keep roof deck cool and dry. 7. Weather strip and insulate attic hatch or door to prevent air from escaping. 8. Cover with metal flashing all chimney or furnace flues that penetrate attic floor. 9. Seal around all lights and openings in the attic to save energy and prevent dust and allergens. 10. Install high "R-value" attic insulation. **HVAC** 11. Check air filters monthly and replace every 3 months, improving energy efficiency up to 10%. 12. Have a pre-season checkup by a licensed contractor in the spring and fall to avoid early system failures. 13. Shade the outdoor unit of a central system with a trellis or climbing vine to improve efficiency by 10%. 14. Turn ceiling fan switch to reverse in winter and operate at a low speed in clockwise direction, forcing warm air near the ceiling into living space. 15. Turn up thermostat on hot days and use a ceiling fan to cut air conditioning costs by 14%. 16. Close the chimney flue damper tightly when not in use to prevent warm or air-conditioned air from escaping. 17. Install a programmable thermostat to automatically adjust temperature when sleeping or away from home. **Home Office** 18. Choose LCD TVs over plasma screens to save more energy. 19. Unplug battery chargers or power adapters when not in use. 20. Use a power strip as a central turn-off point for all related equipment. 21. Avoid using a screensaver and flip to sleep mode or turn the monitor off. 22. Save used paper for note pads, checklists or creative doodling by the kids before recycling. 23. Replace all incandescent bulbs with compact fluorescents (CFLs use one-third less energy and last 6-10 times longer, but please recycle). 24. Properly recycle e-waste such as computers and printers. 25. Request removal from mailing lists by contacting Mail Reference Service, Direct Marketing Association, P.O. Box 3861, New York, NY 10163-3861. 26. Sign up for online banking and household bill pay services. **Bathroom** 27. Install a ventilation fan to control moisture from the shower. 28. A 10-minute shower uses less water than a full bath, saving about 5 gallons. 29. Install low-flow shower heads to save about \$150 each year on electricity. 30. Clean shower heads periodically; scaling and sediment can collect and reduce efficiency. 31. Repair all leaky faucets, which can waste more than 1,500 gallons of water annually. 32. Install low-flow or dual flush toilets. 33. If you can't upgrade toilets, place a brick in the tank to reduce water flow. 34. Install aerators to all spigots, reducing water consumption by more than 50%. **Kitchen** 35. Save water by scraping dishes instead of rinsing them before loading in dishwasher. 36. Run dishwasher only with a full load. 37. Use the air-dry option on your dishwasher or prop the door open. 38. Operate appliances later in the day or evening when energy costs are lower. 39. If your refrigerator was made before 1993, replace it with an ENERGY STAR® model, saving an average of \$45-65 annually. 40. Keep refrigerator/freezer as full as possible (cheaper to operate than an empty one). 41. Defrost freezers and manually defrost refrigerators – they'll run more efficiently and last longer. 42. Use proper pot for each of the stove burners (a 6" pot on an 8" burner wastes over 40% of the heat). 43. Cover pots and pans to keep heat in and kitchen cooler (saves about \$36 annually for an electric range, \$18 for gas). 44. Keep gas burners clean (blue flame means efficient combustion, yellow may indicate service required). 45. Appliances consume energy during non-use; unplug until needed. 46. An electric kettle uses less energy than stovetop boiling. 47. Use coffee makers featuring an auto shut-off to save energy. **Water Heater** 48. If replacing the hot water tank, consider a tankless or on-demand unit. 49. Wrap electric hot water tanks with an insulated blanket to reduce heat loss by 18%. 50. Set heater thermostat to 120° F or lower. 51. Turn off electric water heaters, turn down gas water heaters and turn off breaker to the tank when away from home for long periods.



Laundry 52. Wash laundry with cold water when possible and use cold-water products. 53. Wash full loads only, saving up to 3,400 gallons of water annually. 54. Front-loading washers use less energy and water than top loaders. 55. Don't over-dry clothes; use the moisture sensor feature. 56. Dry similar fabrics together so entire load finishes as cycle ends. 57. Dry smaller loads on shorter timer settings. 58. Clean lint trap before each load, saving up to \$34 annually (prevents fires as well). 59. Fold clothes immediately after drying to avoid wrinkles, eliminating the need to iron or use the extended tumble cycle. 60. Where available, line-dry clothes outdoors (breeze freshens garments and UVs reduce the need for bleach). **Closet** 61. Buy vintage or used garments and support local retail establishments. 62. Extend clothing life by washing inside-out and using only cold water/biodegradable products. 63. Avoid dry cleaning; many articles can be hand washed for less (especially silk, wool and linen). 64. Wear organic and recycled content materials. 65. Donate used clothing or host a clothing swap with friends. **Green Cleaning** 66. Use only natural cleaning products such as baking soda, vinegar, lemon juice, rubbing alcohol and borax. 67. Replace paper towels and disposable wipes with microfiber cloths that require only a little water. 68. Use an inexpensive foil liner at the bottom of the oven to catch greasy messes and keep clean longer. 69. For carpeted floors, use a manual carpet sweeper between electric vacuuming. 70. Try using naturally brewed tea as an alternative to chemicals when cleaning wooden floors. **CONSUMPTION** 71. Avoid using paper napkins and use cloth instead. 72. Use only reusable chopsticks. 73. Always bring your own container or tote bag shopping (100 billion plastic bags are used annually – many of which end up in landfills or on the beach). 74. Eat less beef! Methane emissions are 21 times more potent as a GHG than CO₂ (1 hamburger equals about 6 miles driven). 75. Eat only sustainable seafood (Seafood Watch and Blue Ocean Institute are excellent resources). 76. Buy less, prepare less, throw away less (each link in the "food chain" saves fuel, natural resources and healthcare costs). 77. Drink only shade-grown coffee. 78. Drink only organic wine or wines from biodynamic wineries. 79. Eat organic and locally grown produce for a more self-sustaining community. 80. Avoid drinking bottled water (Americans consume 70 million bottles a day, of which only 14% are recycled – while production uses twice the water!). **GARDENING** 81. Use compost from kitchen scraps and yard clippings as fertilizer instead of chemicals and weed killers. 82. Use lady bugs to control aphids. 83. Replace lawns with native plants, fruits and vegetable gardens. 84. Use a rain barrel to harness water and reduce erosion from storm water runoff. 85. Adding mulch and compost to soil improves water retention and reduces evaporation. 86. Soaker hoses or drip irrigation use 50% less water than sprinklers. 87. Water early in the day to avoid evaporation from sun and wind. 88. Use solar outdoor lighting in place of electric-powered fixtures. 89. Use a push mower (2006 model gas-powered mowers expel approx. 93 times more emissions than 2006 model cars!). 90. Use a broom instead of a blower or a hose. **TRANSPORTATION** 91. Walk, bike or use mass transit whenever possible (leaving your vehicle at home just 2 days a week can avoid 1,590 lb. of GHG emissions annually). 92. Share the ride (online communities like eRideShare and NuRide can hook you up with other carpoolers). 93. Work from home (the greenest commute is the one you don't make at all). 94. Drive more gently; speeding, rapid acceleration and braking frequently reduce mileage by one-third on highways and 5% on city streets. 95. Plan your route for errands and combine trips to prevent excess driving. 96. Unload junk in your trunk; gas mileage improves by 2% for every 100 lb. eliminated. 97. Stay tuned; a poorly tuned car uses 5% more gas. 98. Replace dirty air filters; a clogged filter reduces mileage by 10%. 99. Maintain proper tire pressure to improve mileage by up to 3%. 100. Avoid stacking items on top of the car, which increases drag and lowers mileage by 5%. 101. If you idle longer than 30 seconds, it's better to kill the engine than to leave it running – especially important when picking up children from school.





ENERGY STAR

2009 ENERGY STAR QUALIFIED BUILDING

This building meets strict
energy performance levels
set by the U.S. EPA.

www.energystar.gov

Ryan Parsons

From: Ryan Parsons
Sent: Tuesday, January 19, 2010 3:28 PM
To: Ryan Parsons
Cc: John Carriker
Subject: Bottle and Can Recycling Program

Good Afternoon Tenants:

I have received some inquiries from a few tenants recently asking me about a recycling program for **cans and bottles**. I wanted to let everyone know that we already have a program in place! The service is free of charge, *except* for the receptacle. Tenants are responsible for purchasing a recycling bin to collect the cans and bottles within your suite. When the bin is full, simply place a work order or give me a call, and I will arrange to have the cans and bottles picked up and recycled.

We have one receptacle available to order, and it costs **\$64.28**. It is manufactured by Rubbermaid, and it's blue with a green top and two holes in the lid (please see pictures below).

If you are already participating in the bottle and can recycling program, there's no need to do anything. However, if you would like to begin participating, please let me know if you would like me to purchase a recycling container for you. The cost of the bin will be billed to your monthly tenant rent statement.



Best Regards,
Ryan

Ryan T. Parsons | Tenant Coordinator
CB Richard Ellis/New England | Asset Services
25 Corporate Drive, Suite 110 | Burlington, MA 01803
T 781 272 4212 | F 781 272 6226
ryan.parsons@cbre-ne.com

Please consider the environment before printing this email.

Bring Your **GREEN TO WORK**

with ENERGY STAR®



Learn how you can make many of the same green choices at work as you make at home to save energy and fight global warming with help from EPA's ENERGY STAR program.

1 Give It a Rest

Use the ENERGY STAR power management settings on your computer and monitor so they go into power save mode when not in use. Also use a power strip as a central "turn off" point when you are using equipment to completely disconnect the power supply.

2 Unplug It

Unplug electronics such as cell phones and laptops once they are charged. Adapters plugged into outlets use energy even if they are not charging.

3 Light Up Your Work Life

Replace the light bulb in your desk lamp with an ENERGY STAR qualified bulb. It will last up to 10 times longer and use about 75 percent less energy. Turn off the lights when you leave, especially at the end of the day.

4 Let It Flow

Keep air vents clear of paper, files, and office supplies. It takes as much as 25 percent more energy to pump air into the workspace if the vents are blocked.

5 Team Up

Create a Green Team with your co-workers, help build support for energy efficiency in your workplace, and reduce office waste. Set a goal to make your building an ENERGY STAR qualified building.

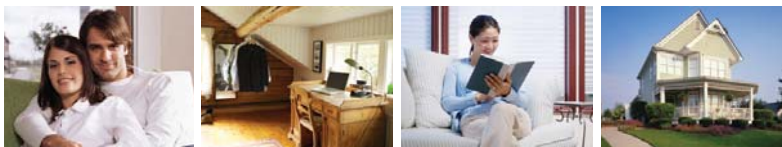
Learn More at energystar.gov/work

ENERGY STAR® is a U.S. Environmental Protection Agency program helping businesses and individuals fight global warming through superior energy efficiency.



Live **GREEN AT HOME**

with ENERGY STAR®



Learn what you can do at home to save energy,
save money, and help protect the environment.

1 Change a Light

Replace your five most frequently used light fixtures or the bulbs in them with ENERGY STAR qualified lights, and save more than \$65 a year in energy costs. ENERGY STAR qualified bulbs use 75 percent less energy and last up to 10 times longer than incandescent bulbs.

2 Get with the Program

The average household spends nearly \$2,000 a year on energy bills—nearly half on heating and cooling. A programmable thermostat, set and used properly, can save about \$180 each year.

3 Choose Energy Efficiency

Look for the ENERGY STAR when buying home appliances, electronics, and heating and cooling systems. Ask your local utility company if you qualify for rebates or incentives.

4 Seal the Deal

Improve energy efficiency and comfort by finding and sealing air leaks to the outside. You or a licensed contractor can follow ENERGY STAR home sealing recommendations.

5 Change the World, Start with ENERGY STAR

Take the ENERGY STAR pledge and learn how small steps can make a big difference in protecting our environment and saving energy.

Learn More at energystar.gov/changetheworld

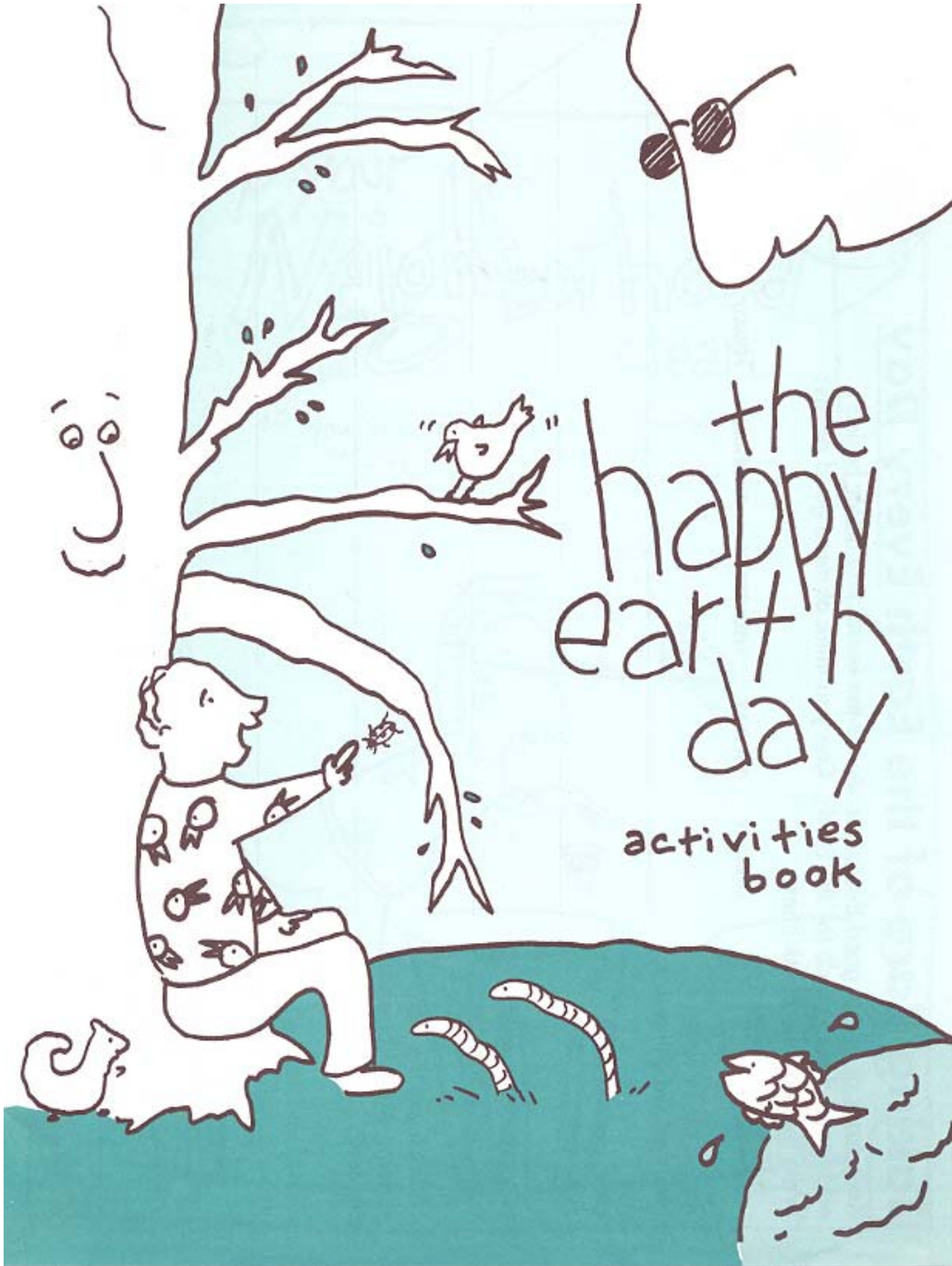
For more information
www.energystar.gov
or call **1.888.STAR.YES**
(1.888.782.7937).



Office of Air and Radiation
(6202J) EPA 430-F-08-017
August 2008

the happy earth day

activities
book



Taking Care of the Earth Every Day

Keep track of all the good things you do for the Earth. Put a star beside each good deed you do for the Earth. Can you think of more good deeds?

Write them on the blank lines.



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

Turned off TV when
I finished watching it

Used both sides of
my paper

Helped recycle paper,
cans, glass and plastic

Didn't leave the water
running while I brushed
my teeth

Picked up litter and
threw it in the trash can

Keep your Neighborhood clean.

If you see trash on the ground,
toss it in the trash can.



Recycle
cans,
bottles and
paper, okay?

Save them at home and
school, and help your parents
recycle them.



help keep the air clean

Ride your bike
or walk to school.
Too many cars
equals lots of
air pollution.



Save Paper

save
trees
too!



Arrwwf!
use both sides
of your paper
at school and
at home.

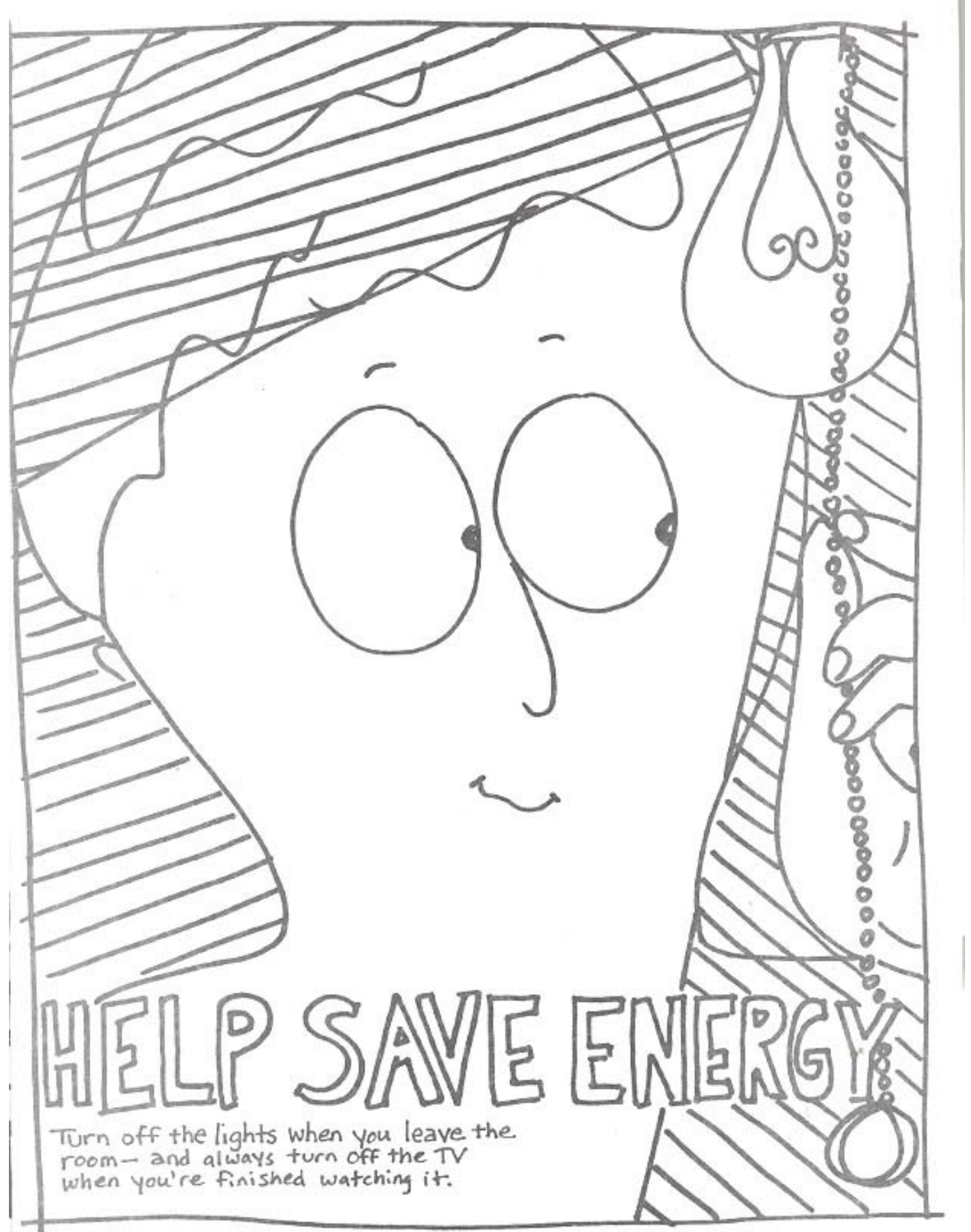


help save water

don't leave the water running
while you brush your teeth



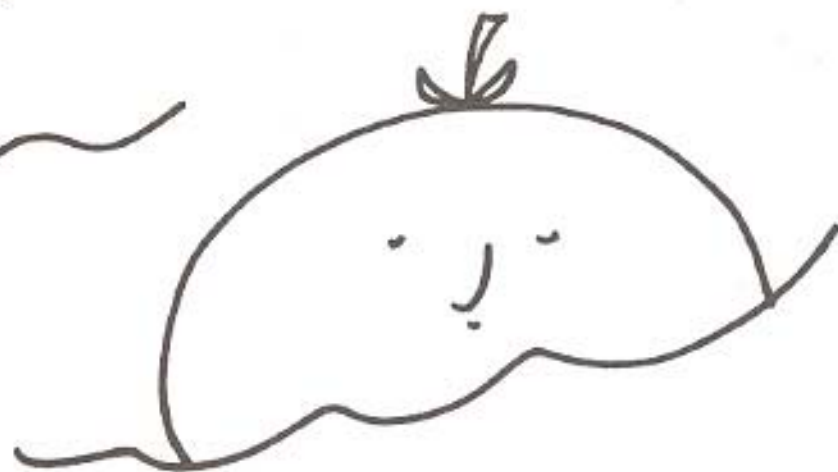
jacki gelb



HELP SAVE ENERGY!

Turn off the lights when you leave the room— and always turn off the TV when you're finished watching it.

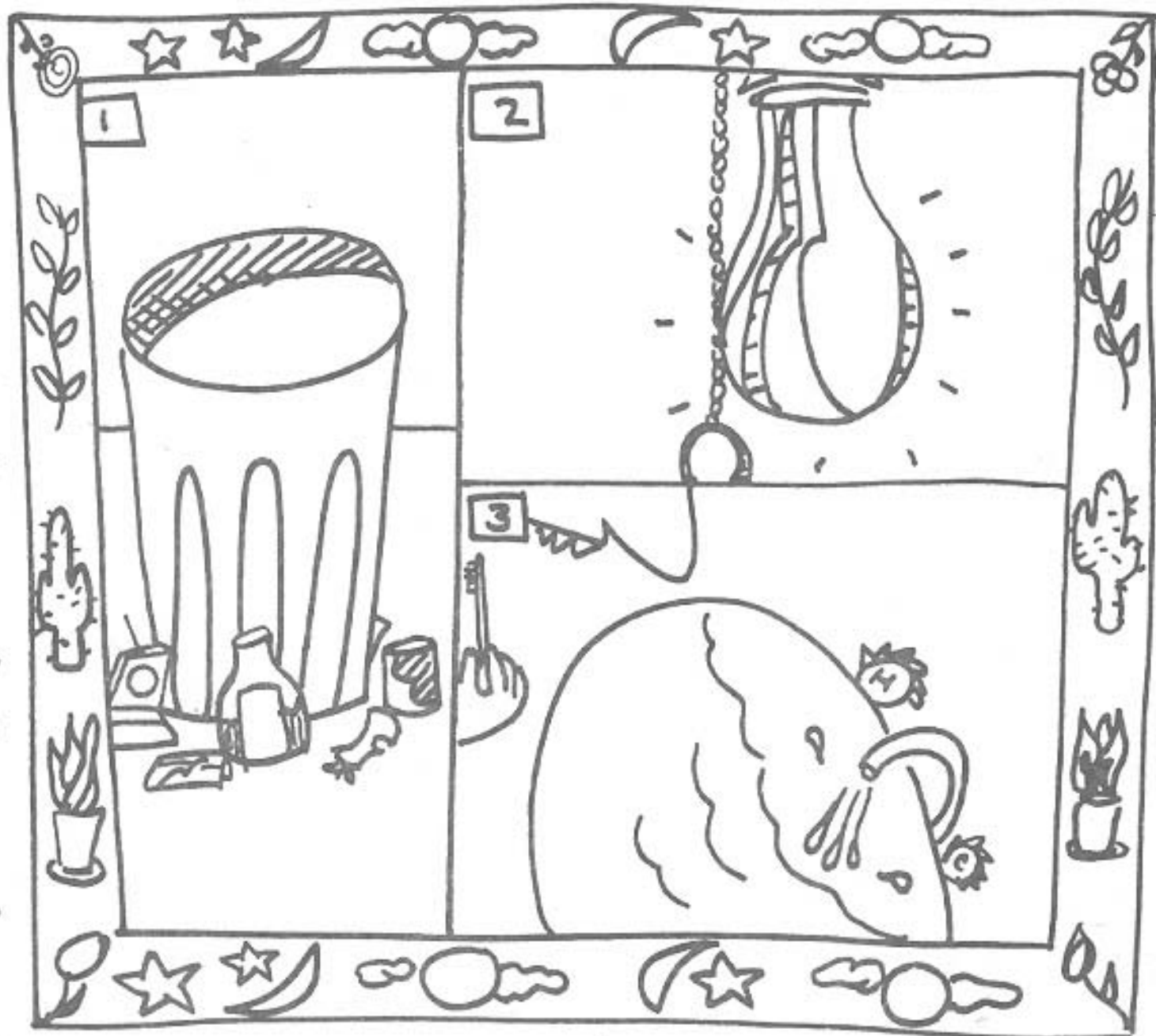
WASH FRUITS AND VEGETABLES



Always wash fruits and vegetables
before you eat them to clean off dirt.

jacki geth

what's wrong here?



1. GARBAGE IS THROWN ON GROUND INSTEAD OF IN TRASH CAN. Always use the garbage can and pick up trash when you see it.

2. LIGHT LEFT ON WHEN NO ONE'S IN THE ROOM. Always turn the lights out when you leave the room.

3. WATER IS RUNNING WHILE TOOTH BRUSHING. Always turn off water while you're brushing your teeth.

do's

1. Always turn the T.V. off when you're finished watching it.
2. Use sponges or washable cloth instead of paper towels to clean up messes.
3. Save all your newspapers, cans, and bottles. Help your parents recycle them.

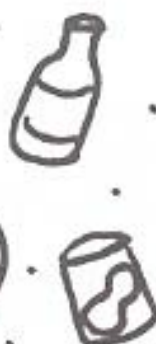
don'ts

1. Don't leave the refrigerator door open. Get what you want quickly and shut the door.
2. Don't leave the water running when you brush your teeth.
3. Don't ever think you're not important to our Earth. You are!

Fill in the blanks to find out how you can help protect the environment.

I can draw and color on _____ sides of my paper. I must remember to turn _____ the lights when I leave an empty room. This saves _____. I can also _____ up litter on the ground and put it in the _____ can. It is important that I help _____ cans, bottles, and newspapers. When I ride my bicycle, I don't _____ the air. I am important! I can _____ save the environment!

glass



PAPER



PLEASE CUT HERE

CANS



cherry



Soup



Plastic



From: Lauren Vandergrift [milestoneconcierge@charmcityconcierge.com]
Sent: Tuesday, April 20, 2010 11:33 AM
To: 'Lauren Vandergrift'
Subject: EARTH DAY EVENT DETAILS - PLEASE FORWARD

“Take Your Kids To Earth Day”

...OR JUST BRING YOURSELF BECAUSE EVERYONE IS INVITED!

THIS THURSDAY, APRIL 22ND FROM 11:30am – 1:30pm

Join us in the courtyard to celebrate Earth Day!

FOR THE ADULTS

Participate in a free drawing for a gift basket valued at \$50.00!

*Bring in your personal documents from home & get them professionally shredded and recycled **for free** by Secure Shred! There is no limit on the amount of personal documents that you bring.*

Bring in old cell phones, dead batteries, ink and toner cartridges, CFL and fluorescent light bulbs from home to be recycled for free!

Get answers from an Energy Star expert on how to be “green” in your home.

Ask questions of landscaping and cleaning vendors on how to help your environment with the plants and cleaning products that you use at home.

Grab some free giveaways and goodies courtesy of the vendors and property management.

The 5th Floor lunch vendor, Nora’s, will be selling lunch in the lobby of 12410 during the event.

Grab your lunch and enjoy it outside in the courtyard!

FOR THE KIDS

Meet Tempy the WeatherBug!

Take a peek inside WeatherBug’s Bug Truck and learn how they track the weather!

Play Frisbee in the courtyard!

Every child that comes to Take Your Kids to Earth Day receives a free goody bag!

(Contact your concierge immediately if you haven’t signed up your child for a goody bag with either your company or the concierge.)

**Please note: Childcare is not provided at the event by the property management.
 All children must be accompanied by an adult.**

Please contact your concierge, Lauren Vandergrift, with any questions about the event.

We hope to see you there!

301.916.3774/ milestoneconcierge@charmcityconcierge.com

Your opinion is very important to us! [Click here](#) to take our brief survey.

Charm City Concierge has a new member's only website! Sign up for exclusive specials by visiting www.charmcityconcierge.com and click "Register Now"!

Lauren Vandergrift, Corporate Concierge

Charm City Concierge

12410 Milestone Center Drive

Germantown, MD 20876

Ph: 301-916-3774

Fx: 301-353-1681

milestoneconcierge@charmcityconcierge.com

www.charmcityconcierge.com

 [blog tag](#)

Take Your Kids To Work Day

EARTH

Celebrate Earth Day With Us!

THURSDAY, APRIL 22ND

Join Us From 11:30am Until 1:30pm

12410 Milestone Center Drive, In The Courtyard

Enjoy Events, Activities & Giveaways For Everyone!

Learn About Being "Green" At Home & In Your Community

Pick Up Activity Bags For The Kids

Enter A Gift Basket Drawing For The Adults

Take Advantage Of Free, Professional Shredding



Vierling, Cate @ Clayton

From: Vierling, Cate @ Clayton **Sent:** Fri 10/15/2010 9:56 AM
To: jpolicow@reeglawfirm.com; bborrini@firsttechinc.com; thutton@spencerfane.com; Hubbard, Julie @ St Louis; ahelton@reeglawfirm.com; dnoble@spencerfane.com; mryan@bear.com; randy.hilger@ryanco.com; patricia.skotnicki@ryanco.com; vicky.langenhorst@ubs.com; dawn.douglas@rubinbrown.com; Vierling, Cate @ Clayton; jpeters.spp@att.net; rebecca.vallow@opco.com; ghinkle@bear.com; gary.wideman@ubs.com; chantez.adams.spnl@statefarm.com; pamela.gittemeier@ubs.com; greeg@reeglawfirm.com; lynn.davis@rubinbrown.com; donna.brandmeyer@opco.com; nelsonc@ruthschris.us; martin.oberman@ubs.com; brian.cornett.iwow@statefarm.com; Corzine, Charlene @ St. Louis; cpatterson@furniturebrands.com; crist@grantcooper.com; pat.moritz.ghjp@statefarm.com; mbaer@ksegg.com
Cc:
Subject: October is National Energy Awareness Month
Attachments:

October is recognized as National Energy Awareness Month and observed by many business, associations, and concerned citizens.

Please join me in helping to promote awareness and sign up for the national Energy Star Challenge – Change the World pledge drive at <http://cbrepledge.com/> . Show your commitment to making this world a better place for our future generations by pledging to change just one light bulb in your home to an Energy Star light bulb.

This pledge is a fast and easy way to support the increasing need for energy conservation. It only takes a minute to complete, and contains great information about different ways to make your home and office more energy efficient.

If you have any questions or would like to request further information, please do not hesitate to contact me!

Thank you,

Cate Vierling | Real Estate Services Assistant
 CB Richard Ellis | Asset Services
 8235 Forsyth Blvd, Suite 1000 | St. Louis, MO 63105
 T 314.655. 6000 | C 314.518.0906
cate.vierling@cbre.com | www.cbre.com

Media Contact:
Kennedy Associates
Robert Coulman, Vice President
301-656-9119
robertc@kennedyusa.com

MEPT:
Pamela Silberman
202-737-8824
psilberman@lbutler.com

Shaw Park Plaza Achieves Sustainable Landmark
with LEED Certified Certification

St. Louis, August 12, 2010 – Kennedy Associates (www.kennedyusa.com) announced today that it has received Leadership in Energy and Environmental Design (“LEED”) for Existing Building Operations and Maintenance (“EB: O&M”) Certified certification for Shaw Park Plaza owned by Multi-Employer Property Trust (“MEPT”) (www.mept.com) as a part of the U.S. Green Building Council’s (“USGBC”) Volume Pilot program. LEED EB: O&M certification is awarded to existing buildings for maximizing operational efficiency and minimizing environmental impacts.

“Shaw Park Plaza has demonstrated tremendous environmental stewardship through its LEED EB: O&M certification,” said Rick Fedrizzi, president, CEO and founding chair, U.S. Green Building Council. “Furthering the accomplishment, Shaw Park Plaza is a leading example of the importance of greening the existing building stock, which is among the most environmentally responsible actions we can take.”

Shaw Park Plaza is the only office building to receive LEED EB: O&M certification in Clayton’s prestigious business district and is one of only three buildings in the St. Louis area. Shaw Park Plaza was a participant in only the second LEED EB: O&M volume certification nationally. LEED EB: O&M certification recognizes that Shaw Park Plaza has achieved key sustainability actions and related LEED requirements in areas of site, energy, water, waste, materials and resources and indoor environmental quality.

“Shaw Park Plaza’s LEED certification is a significant achievement and a reflection of the commitment of the building’s ownership and property management team to sustainable property operations and maintenance; a best practice in today’s market,” stated Mike McKee, CEO of Kennedy Associates. “We have achieved Certified certification for Shaw Park Plaza cost-effectively, providing its tenants a more sustainable, operationally efficient and healthy place to do business.”

Kennedy Associates in partnership with CB Richard Ellis implemented multiple sustainable actions on behalf of MEPT to achieve Certified certification including:

- Achieving an ENERGY STAR rating of 76, making them eligible for the ENERGY STAR Label for 2008 and 2009, and demonstrating 75% greater energy efficiency than the national average.
- Implementing sustainability policies and plans covering green cleaning, purchasing, waste management, water efficiency, site management, lighting, and pest management among others.
- Developing proprietary technical assistance tools and education/training modules.

A longstanding national leader in Responsible Property Investing (“RPI”), Kennedy Associates pursued LEED EB: O&M volume certification for Shaw Park Plaza as a part of its market-leading pre-certified LEED EB: O&M program. RPI allows Kennedy to consider environmental and social ramifications, as well as fiduciary responsibilities, in managing real estate investments. Achieving LEED certification is a clear symbol of Kennedy’s continued commitment on behalf of MEPT to actively address the built environment’s impact on climate change at Shaw Park Plaza and other eligible assets across its national portfolio.

“This is a great achievement for Shaw Park Plaza and cements the building as one of the prime office locations in St. Louis,” said Julie Hubbard, Senior Real Estate Manager at CB Richard Ellis and the property manager at Shaw Park Plaza. “Our tenants helped make this possible and will certainly benefit from the building’s green status.”

About Kennedy Associates:

Kennedy Associates is a full-service investment advisor with deep and broad real estate investment expertise serving public, corporate and Taft-Hartley retirement systems, and major university endowments. A 2009 and 2010 ENERGY STAR Partner of the Year, a 2008 Urban Land Institute and Financial Times Sustainable Cities Award winner, Kennedy has approximately \$6.5 billion in real estate assets under management, and is a leader in Responsible Property Investing, which considers environmental and social ramifications, as well as fiduciary responsibilities in managing real estate investments. Kennedy has more than \$2.0 billion in buildings certified by the U.S. Green Building Council’s Leadership in Energy and Environmental Design (“LEED”) program. www.kennedyusa.com

About MEPT:

Multi-Employer Property Trust (MEPT) is a \$3.8 billion, open-end commingled real estate equity fund that invests in a diversified portfolio of institutional-quality real estate assets in the United States. Founded in 1982, MEPT is owned by 330 Taft-Hartley, public employee and corporate pension plans. MEPT is recognized as a pioneer in Responsible Property Investing (RPI) and is one of the largest US real estate funds that is signatory to the UN Principals for Responsible Investment (UN PRI). In implementing RPI, MEPT has identified environmental, social and governance principles that further performance goals while also achieving important secondary benefits for the Fund. www.mept.com

About CB Richard Ellis:

CB Richard Ellis Group, Inc. (NYSE:CBG), a Fortune 500 and S&P 500 company headquartered in Los Angeles, is the world's largest commercial real estate services firm (in terms of 2009 revenue). The Company has approximately 29,000 employees (excluding affiliates), and serves real estate owners, investors and occupiers through more than 300 offices (excluding affiliates) worldwide. CB Richard Ellis offers strategic advice and execution for property sales and leasing; corporate services; property, facilities and project management; mortgage banking; appraisal and valuation; development services; investment management; and research and consulting. CB Richard Ellis has been named a Business Week 50 "best in class" company for three years in a row. Please visit our Web site at www.cbre.com.

LEED® is a registered trademark of the U.S. Green Building Council.

Furry, Lauren @ St. Louis

To... lauren furry

Cc...

Bcc... mryan@bear.com; bborrini@firsttechinc.com; brian.cornett.iwow@statefarm.com; crist@grantcooper.com; cpatt

Subject: Tennis Shoe Recycling

Attachments:

Get in the Game. Drop off your kicks.

Did you know that you can recycle your tennis shoes?

Clean out your closet, take a peek under the bed and ask your friends and family - chances are, you'll find a few pairs of kicks lying around that have seen better days. When it's time to say goodbye, bring your athletic shoes to any Nike Reuse-A-Shoe drop-off location (see closest St. Louis locations below).

Nike Factory Store
5555 St. Louis Mills Blvd., Suite 318
Hazelwood, MO 63042
314.227.5575

Nike Factory Store
1000 Warrenton Outlet Center, Suite 2
Warrenton, MO 63383
636.456.4520

You can also mail your worn-out sneakers directly to the recycling facility. Please note that Nike will not pay for shipping charges.

Nike Grind Processing
8400 Winchester Road
Memphis, TN 38125

What Should You Know?

- Please limit in-store drop-offs to **10 pairs of shoes at a time** to prevent overwhelming the collection bins.
- If you can, **bring your shoes to a drop-off location rather than mailing them**. This helps consolidate shipments to the facility, which results in a smaller carbon footprint for the program.
- Nike can only accept shipments at the recycling facility. **Please do not mail shoes to the retail stores.**
- Remember, **athletic shoes only**. Nike cannot recycle shoes with metal parts, mud or water, cleats, dress shoes, sandals, or flip-flops.

Please visit <http://www.nikereuseashoe.com/get-involved> for more information.

Lauren Furry | Real Estate Services Coordinator
CB Richard Ellis | Asset Services
9666 Olive Blvd Suite 368 St. Louis, MO 63132
T 314 872 9928 | F 314 872 9938
lauren.furry@cbre.com | www.cbre.com

Please consider the environment before printing this e-mail.

Get in the Game. Drop Off Your Kicks.

Clean out your closet, take a peek under the bed and ask your friends and family – chances are, you'll find a few pairs of kicks lying around that have seen better days.

When it's time to say goodbye, bring your athletic shoes to any [Nike Reuse-A-Shoe drop-off location](#) – there are more than 200 locations in eight countries around the world, including all U.S. Nike stores.

Not Near a Drop-Off Location?

You can also mail your worn-out sneakers directly to our recycling facility. Please note that Nike cannot pay for individuals' shipping costs. Mail them to:

Nike Grind Processing
8400 Winchester Road
Memphis, TN 38125

[Download a mailing label](#)

What Should You Know?

- Please limit in-store drop-offs to **10 pairs of shoes at a time** to prevent overwhelming our collection bins.
- If you can, **bring your shoes to a drop-off location rather than mailing them**. This helps consolidate shipments to our facility, which results in a smaller carbon footprint for the program.
- We can only accept shipments at our recycling facility. Please **do not mail shoes to our retail stores**.
- Remember, **athletic shoes only**. We can't recycle shoes with metal parts, mud or water, cleats, dress shoes, sandals or flip-flops.

Want to do more? If you live near a Nike store, you may also be able to host a Reuse-A-Shoe drive with your group or school. [Learn more and apply now](#).

Where it is

Select a Country ▾

FIND

[See all drop-off locations](#)

Stay in Touch

First Name

Last Name

Email Address

SIGN UP >



SHARE THIS SITE ▾

Copyright © 2008 NIKE, Inc. All Rights Reserved. [Privacy](#) | [Terms of Use](#) | [Contact Us](#)

- [Get Involved](#)
- [Where It Goes](#)
- [The Impact](#)
- [Using Nike Grind](#)
- [News & Events](#)
- [Sitemap](#)

Cancel

Drop-off Locations

Nike Reuse-A-Shoe drop-off locations are found around the world, including all U.S. Nike stores, as well as community recycling centers and other locations. We are frequently expanding this program, so check back for new shoe recycling locations.

You can bring up to 10 pair of athletic shoes at a time to any of the drop-off locations found below. However, if you would like to host a [group shoe drive](#), please remember:

- Only Nike stores in the U.S. and Vancouver, Canada are able to support shoe drive drop-offs.
- All drives must be approved through our [Community Activist program](#) before you collect.

Choose a country below to get started

US

Enter your ZIP code to see locations in your area, or see all locations in your state.

Zip or [FIND LOCATIONS >](#)

Nike Factory Store
5555 ST. LOUIS MILLS BLVD., SUITE 318
HAZELWOOD, MO 63042
314.227.5575

Distance: 11 miles

[Map & Directions](#)

Nike Factory Store
1000 WARRENTON OUTLET CTR. STE 2
WARRENTON, MO 63383
636.456.4520

Distance: 45 miles

[Map & Directions](#)

Copyright © 2008 NIKE, Inc. All Rights Reserved. [Privacy](#) | [Terms of Use](#) | [Contact Us](#)

- [Get Involved](#)
- [Where It Goes](#)
- [The Impact](#)
- [Using Nike Grind](#)
- [News & Events](#)
- [Sitemap](#)

Cancel

Furry, Lauren @ St. Louis

From: Furry, Lauren @ St. Louis

Sent: Wed 6/16/2010 4:54 PM

To: Furry, Lauren @ St. Louis

Cc:

Subject: "Green" Pest Control

Attachments:

Shaw Park Plaza has achieved the prestigious designation for LEED certification. One of the initiatives is to utilize an environmentally conscience pest control. We do not spray unless all other methods are exhausted and we only use safe chemicals if necessary. We also notify the building occupants if an area will be receiving a chemical treatment.

On Monday, June 21st; a storage room in the garage we will be receiving a chemical treatment.

Thank you and please let us know if there are any questions.

Lauren Furry | Real Estate Services Coordinator
CB Richard Ellis | Asset Services
9666 Olive Blvd Suite 368 St. Louis, MO 63132
T 314 872 9928 | F 314 872 9938
lauren.furry@cbre.com | www.cbre.com



Please consider the environment before printing this e-mail.

toward a greener
tomorrow

50 BEST PRACTICES

Kitchen/Bathroom Supplies

1. Eliminate foam, paper and plastic waste by investing in a set of dishes, coffee cups, drinking glasses and flatware for use in kitchens and break rooms.
2. For events and venues that prohibit the use of glass, consider using post-consumer paper cups or CBRE's 100% post-consumer cups available at Benchworks, CBRE's company store.
3. Buy post-consumer recycled napkins, such as those available from Office Depot's Buy Green program or at Benchworks.
4. Use environmentally friendly cleaning products throughout the office, especially in the kitchen and bathrooms, where the harshest, most-toxic cleaning solutions are typically employed.
5. If CBRE does not manage your building, familiarize yourself with the environmentally friendly cleaning, recycling and maintenance provided by your building management company. If you want to see improvements, ask!
6. If your suite has a dishwasher, wash only full loads of dishes and consider air-drying dishes instead of using the drying cycle.
7. Discontinue the purchase of bottled water. Instead, purchase quality pitchers and glasses to make available for client use.

Recycling

8. Make it easy for employees to recycle by placing recycle bins anywhere that paper, plastic, aluminum, glass or any other commodity are used – at individual desks, in conference and break rooms and in copier/printer areas.
9. If your building does not offer a recycling program, explore recycling options through your paper vendor.
10. Investigate opportunities to recycle batteries, toner cartridges, cell phones or anything else that may have a second life.
11. Post signs in your production rooms and kitchens as a reminder to reduce, reuse and recycle.
12. Ask your building manager to advance your existing programs to include additional materials (batteries, plastic, glass etc.).

Commuting

13. Encourage employees to utilize public transportation wherever practical.
14. Encourage carpooling among employees wherever possible.
15. Consider incentivizing employees to use mass transit or carpools by providing discounted or paid passes, free parking and other perks.
16. Provide a place for bike storage to encourage employees to ride their bikes to work.
17. Provide flex hours and consider telecommuting where appropriate; this allows employees to avoid peak commute traffic, thereby minimizing the time and natural resources such transportation requires.

Saving Energy

18. Replace standard bulbs with energy efficient bulbs wherever practical.
19. Use motion detectors, programmable fixtures or light quantity sensors, where available, to minimize light used in empty rooms or after hours.
20. Ask maintenance to regularly inspect thermostats to ensure they are working properly.
21. Set thermostats to energy efficient heating/cooling levels during weekends, holidays and evenings.

toward a greener
tomorrow



22. Consider having your cleaning service come during the day, which allows the lights to be turned off earlier in the evening and may represent a significant electricity bill savings.
23. Keep the blinds in your office closed during peak sun hours (all seasons) and especially on weekends to reduce the burden on your HVAC system.

Employee Involvement

24. Establish a local green committee that provides due diligence and recommendations for increasingly environmentally friendly solutions.
25. Challenge your coworkers to come up with suggestions for other energy saving ideas – provide an award for the best ideas!
26. Consider volunteering as a corporate team for an environmental charity, such as one that plants trees or cleans roadways.
27. Instead of traveling, leverage online meeting tools including NetMeeting, Live Meeting or conference calls.
28. Create a “carpool map” to help your coworkers identify ways to share rides to work.
29. Ask your OOB to provide a place for bike storage and encourage your coworkers to ride their bikes to work.
30. Hold a contest to see how many employees can be “car free” for a day.
31. Consider e-cards during the holidays for your clients and contacts.
32. Talk to your counterparts in other offices to share best practices.

Marketing

33. Encourage electronic marketing as an alternative to printed materials whenever possible (CampaignLogic).
34. Suggest electronic document transfers to clients and business partners who embrace the environment.
35. Encourage use of desktop published e-flyers rather than printed notices.
36. Encourage e-cards and e-invitations for holidays and events.
37. Work with Benchworks to identify sustainable product ideas for pitches or client gifts.
38. Use on-demand printing processes for standard marketing deliverables rather than push printing (i.e. bulk ordering of brochures).

Consumption Reduction

39. Set copier and printer drivers to double-sided as default (where applicable).
40. Use remanufactured/recycled toner cartridges for printers and fax machines.
41. Keep used paper to be used as scratch pads.
42. Print drafts on the clean side of used paper before recycling.
43. Scan and email documents whenever possible.
44. Consider each piece of paper your office uses – is it necessary or can it be eliminated by a smarter solution?
45. Keep files electronically – organized electronic files are often easier to work with than paper versions.
46. Post monthly phone lists and calendars online instead of as attachments to be printed.
47. Reuse shipping boxes in the mailroom and use shredded waste paper as packing material.
48. Assign a designated location for internal office envelopes to make sure they are being used for their full life before ordering more.
49. Establish a common space for employees to place reusable office products so that they can be recycled.
50. When renting a car for company business, request an environmentally acceptable vehicle that accommodates the size of your party.

toward a greener
tomorrow

10 INTERNAL STANDARDS

1. **Participate in a recycling program that includes paper at a minimum.**
 - Perform research on the Web for national and local recycling resources.
 - National Recycling Coalition is a national nonprofit advocacy group with members that span all aspects of waste reduction, reuse, and recycling in North America (www.ncr-recycle.org)
 - Recycling Benefits (www.recycling-revolution.com)
 - Local programs, i.e. Ohio Department of Natural Resources (www.dnr.state.oh.us)
 - Check with your building manager to get updated information on programs that are available to tenants. Add additional recycling bins for both cans and bottles.
 - Contact your local AS Real Estate Managers to determine which programs have been implemented in their buildings.
2. **Purchase remanufactured printer toner cartridges whenever available.**

These can be found on the "Best Value List" through Office Depot. There are several instances when purchasing remanufactured cartridges will cost more than purchasing them new. At this time of cost containment, it is acceptable to purchase new cartridges with the understanding that they will be recycled once used. To find the "Best Value List:"

 - Log in to Office Depot Web site.
 - On the home page, select "My Shopping Lists" from left menu.
 - The "Best Value List" is arranged alphabetically.
 - Select category and view "Best Value Options."
3. **Purchase paper with high post-consumer waste content, available on the "Best Value List" through Office Depot (the federal standard for recycled paper is 30%).**
4. **Actively encourage employees to read electronic messages instead of printing.**
 - Utilize Best Practice Memos.
 - Send out monthly reminders to all staff.
5. **Eliminate the purchase and use of bottled water, plastic silverware, and Styrofoam cups.**
 - Purchase good quality pitchers and glasses to keep on hand for client use.
 - Purchase inexpensive dishes / silverware / mugs for employee kitchen to replace Styrofoam and plastic items.
 - Make sure to get "Buy In" from Management.
6. **Encourage CampaignLogic for marketing materials whenever possible.**
 - Promote CampaignLogic at monthly specialty sales staff meetings.

- Make sure marketing staff is trained on and aware of CampaignLogic benefits:
 - Cost Effective
 - Robust and easy-to-use responding and tracking
 - Allows cross promotion of cbre.com
 - Customized CBRE branded templates
 - Opt-out management ensures compliance with anti-spam legislation
7. Establish a local committee (Green Team) to implement plans to make your office more environmentally friendly.
- Recruit a good blend of candidates from your staff.
 - Support staff – carry out the suggestions
 - Sales professionals – passionate about green initiatives
 - Asset Services / Real Estate Managers – involved with green initiatives for their managed properties
 - Any other candidates from other lines of business
 - Set up first meeting to:
 - Create a committee mission statement (Detroit example: Creating green awareness by doing one small thing)
 - Set committee objectives – What does your committee want to accomplish?
 - Determine frequency and duration of meetings
 - Ask for a volunteer to take notes
 - Ask for a volunteer to create a monthly office newsletter through CampaignLogic
 - Other Ideas:
 - Contact your local building manager to invite him/her to attend a meeting; discuss the building's sustainability efforts and how you can partner with the management on recycling and green initiatives
 - Distribute meeting notes and action items after each meeting
 - Publish e-newsletter after each meeting; highlight one green initiative of the month for the office and one initiative people can practice at home.
8. Set printer and copier default settings to double-sided printing whenever possible. Work with local FTS and copy vendors to determine whether double-sided defaults can be configured without a cost.
9. Schedule regular maintenance checks of office thermostats to ensure they are operating properly and effectively.
10. Implement procedure to ensure that office lights and office equipment (including employees' personal electronic appliances) are turned off when not in use, particularly at night and on weekends.
- Link to sample e-mails.
 - Have FTS set all computer defaults to "shut down" mode.
 - Place stickers near light switches and computer.
 - Assign "light monitor" to turn off lights at the end of the day.
 - Install motion sensors in restrooms, kitchen, work areas, conference rooms, supply closets and storage rooms.

Simple Moves You Can Make to Help Improve The Planet

1. **Cut down on catalogs.** Monitoring your mail—particularly unsolicited catalogs and marketing mailings – is a great way to go green and simplify your life. Visit www.41pounds.org or www.catalogchoice.org for more information.
2. **Replace light bulbs.** 90% of the energy used by incandescent light bulbs generates heat—not light! Replace standard bulbs with compact fluorescent (CFL) bulbs—they cost more per bulb but are far more efficient and last up to ten times longer. Visit www.energystar.gov for more information.
3. **Make sure you're really cleaning.** Chemicals commonly found in most household cleaning products are bad for the earth—and bad for your family. Trade cleaning products containing harsh chemicals for those with organic or non-toxic ingredients. Better yet, replace cleaners with natural solutions containing everyday ingredients like lemon, vinegar and baking soda. Visit www.about.com/housekeeping for more information.
4. **Plant a tree...or several.** If your city does not have a local tree planting organization consider supporting American Forest's Global ReLeaf campaign. The organization helps individuals, organizations, agencies, and corporations improve the local and global environment by planting and caring for trees. Visit www.amfor.org for more information.
5. **Bring your own bags when you shop.** If you grocery shop once a week, in five years you'll have kept about 250 to 1,000 grocery bags out of our landfills. Participate in www.reusablebag-day.org.
6. **Buy a water filter and drink tap water.** The average American drinks 22.6 gallons of bottled water a year. Making all that plastic releases over four pounds of carbon dioxide per person. Visit www.waterfiltercomparisons.com for more information.
7. **Involve your family.** Conduct an environmental audit of your home and a plan to address it. Encourage children to think green and empower them to effect change in your own home. Visit www.kidsplanet.org for more information.
8. **Know what you're eating.** Foods labeled "all natural" or "healthy" often are not what they claim to be. The USDA's National Organic Program outlines specific and strict guidelines for truly organic food production, packaging and distribution. Look for the green USDA organic seal. Visit www.ota.com for more information.
9. **Ditch the Paper Towels.** Instead, pick up micro-fiber cloth towels to use all around the house. Thousands of tiny little fibers literally grip and hold onto the dirt and bacteria. The best part? They are machine-washable, so you can use them over and over again. Just spray a surface with a non-toxic, all-purpose cleaner and wipe away with the micro-fiber towels. Visit www.treehugger.com for more information on this and other tips.
10. **Shorten your paper trail.** Copy, print and write on both sides of the paper, find alternatives to mail, transmit documents electronically and encourage clients and business partners to communicate with you in a paperless manner wherever practical. Visit www.earthshare.org for more information.

toward a greener
tomorrow

CBRE
CB RICHARD ELLIS

Recycling		
<ul style="list-style-type: none"> <input type="checkbox"/> Provide individual paper recycle bins or cardboard boxes at each desk. <input type="checkbox"/> Provide recycle bins at each copier/printer/fax (more bins than trash cans increases use). <input type="checkbox"/> Reuse shipping boxes in the mailroom and use shredded waste paper as packing material. <input type="checkbox"/> Request the Office of the Building (OOB) to implement a recycling program; if not available, identify potential vendors. 	<ul style="list-style-type: none"> <input type="checkbox"/> Ask OOB to advance existing programs to include additional materials (batteries, plastic, glass etc.). <input type="checkbox"/> Establish a location in the office to recycle used batteries and miscellaneous products. <input type="checkbox"/> Set up a cell phone recycling drive (contact ReCellular). <input type="checkbox"/> Recycle old or unused furniture whenever possible. <input type="checkbox"/> Post signs in production rooms and kitchens as a reminder to Reduce, Reuse and Recycle (3Rs). 	<ul style="list-style-type: none"> <input type="checkbox"/> Switch to refillable pens and pencils made from recycled materials. <input type="checkbox"/> Use envelopes a second time with a new address label. <input type="checkbox"/> Encourage staff who cannot recycle certain items at home to bring these to the office for recycling. <input type="checkbox"/> Establish a common space for reusable office products.

Behavioral

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Offer quarterly, semiannual or annual awards for employee innovation in improving the office's green efforts. <input type="checkbox"/> Promote education and the use of online resources related to CBRE's environmental initiative (visit the Navigator and cbre.com/sustainability). <input type="checkbox"/> Encourage employees to turn off lights when departing a conference room or unused space. <input type="checkbox"/> Make your "Green Initiative" a cornerstone of new hire office orientation. <input type="checkbox"/> Switch to day cleaning so lights can be turned off at night rather than 2:00 a.m. <input type="checkbox"/> Establish a "Green Team" to implement plans for making the office more environmentally friendly. <input type="checkbox"/> Challenge employees to submit energy-saving ideas and create a contest with rewards (visit benchworks.com). <input type="checkbox"/> Share best practices from other offices and lines of business. | <ul style="list-style-type: none"> <input type="checkbox"/> Ask employees to bring their lunch to work in reusable containers (if ordering, suggest doing so as a group). <input type="checkbox"/> Encourage electronic marketing vs. large-scale print distributions (use Campaign Logic if possible). <input type="checkbox"/> Avoid using a cover page when possible, saving paper on both ends. <input type="checkbox"/> Eliminate paper invitations and other print memos by using email. <input type="checkbox"/> Adjust computers to energy-saving settings. <input type="checkbox"/> Make sure employees shut down computers when leaving for the day ("standby" draws power when not in use). <input type="checkbox"/> Set copier default to copy double-sided. <input type="checkbox"/> Set copier and printer drivers to print double-sided or "2 sheets per page" and encourage employees to utilize these functions. <input type="checkbox"/> Turn off devices besides fax machines that aren't in use before leaving the office. | <ul style="list-style-type: none"> <input type="checkbox"/> Utilize remanufactured/recycled toner cartridges for the printers and fax machines. <input type="checkbox"/> Save paper with clean sides to be used as scrap/scratch/drafts before recycling. <input type="checkbox"/> Create notebooks for employees using scratch paper (visit benchworks.com). <input type="checkbox"/> Take the time to redirect undelivered mail with "No longer at this address." <input type="checkbox"/> Contact advertisers directly to quit receiving unsolicited marketing and catalog products. <input type="checkbox"/> Notify staff who receive unwanted mail to be removed from mailing lists by contacting: Mail Reference Service, Direct Marketing Association, P.O. Box 3861, New York, NY 10163-3861. <input type="checkbox"/> Encourage printing on used paper if one side remains clean. <input type="checkbox"/> Use old reports from existing or outdated hardcopy files to print new data for updated files. <input type="checkbox"/> Use easy document scanning/emailing process instead of faxing. |
|---|---|--|

Behavioral (Cont.)

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Use document scanning and email technology to reduce printing of documents. <input type="checkbox"/> Encourage employees to read email and files without printing them out. <input type="checkbox"/> Use power strips with a simple ON/OFF switch so that all devices power down at once. <input type="checkbox"/> Set up and use an electronic filing rather than paper filing system. <input type="checkbox"/> Encourage use of desktop published e-flyers rather than printed notices. <input type="checkbox"/> Eliminate screen savers, which waste energy and aren't necessary with today's monitors, and just turn your monitor off when leaving the desk. <input type="checkbox"/> Post monthly phone lists and calendars online instead of as attachments to be printed. <input type="checkbox"/> Use your Corporate Card whenever possible to eliminate the need for paper invoicing/APDA. | <ul style="list-style-type: none"> <input type="checkbox"/> Send PowerPoint presentations as a PPS that cannot be printed. <input type="checkbox"/> Partner with a charitable organization to donate used cell phones, toner cartridges, batteries, etc. and help earn funds for the charity. <input type="checkbox"/> Consider volunteering as a team for an environmental organization, such as one that plants trees or cleans roadways. <input type="checkbox"/> Promote Earth Day by offering ways to observe the day (car pooling, biking to work, etc.) and posting energy-saving tips. <input type="checkbox"/> Circulate one document and make common reading material available to all (reduces postage as well). <input type="checkbox"/> Avoid printing in color or on color whenever possible (all colored paper uses dyes or pigments whose production has an environmental impact). | <ul style="list-style-type: none"> <input type="checkbox"/> Scan letterhead to produce an e-copy that can be used as a template for documents appearing on letterhead. <input type="checkbox"/> When renting a car for company business, request an environmentally focused vehicle that handles the group. <input type="checkbox"/> Scan and attach documents as email rather than shipping them. <input type="checkbox"/> Consolidate all loose parcels into bulk if shipping via interoffice. <input type="checkbox"/> Keep the blinds in your office closed during peak sun hours (all seasons), and especially on weekends. <input type="checkbox"/> If your suite has a dishwasher, wash only full loads of dishes and consider air-drying dishes instead of using the drying cycle. |
|---|--|--|

Space Utilization		
<ul style="list-style-type: none"> <input type="checkbox"/> Install interior lighting sensors that lower lights during peak sunlight hours. <input type="checkbox"/> Install motion detectors in offices and conference rooms to ensure lights are only in use when rooms are occupied. <input type="checkbox"/> Install low-voltage light fixtures. <input type="checkbox"/> Install timers and program lighting to turn off at set times/or based on use. <input type="checkbox"/> Tint office windows for higher efficiency and reduced office heat absorption. <input type="checkbox"/> Adopt on-demand HVAC. <input type="checkbox"/> Ask building maintenance to inspect thermostats semi-annually to ensure they are working properly. 	<ul style="list-style-type: none"> <input type="checkbox"/> Set thermostats to energy-efficient heating/cooling levels during weekends and evenings. <input type="checkbox"/> Ensure remodels include environmentally friendly or recycled carpet. <input type="checkbox"/> Make sure office space includes energy-efficient lighting units, sensors and timers. <input type="checkbox"/> Look for buildings with LEED certification when relocating. <input type="checkbox"/> Hire a plant service to promote clean air and natural cooling. <input type="checkbox"/> Consider the balance between benefits of natural sunlight and temperature regulation needs. 	<ul style="list-style-type: none"> <input type="checkbox"/> Purchase ceramic/glass dishware to reduce wasted paper, plastics and foam cups. <input type="checkbox"/> Avoid placing lamps near the thermostats in your space (heat requires HVAC to work harder than necessary). <input type="checkbox"/> Work with Corporate Real Estate and your property management office to ensure your space is metered separately so you can track energy-reduction efforts. <input type="checkbox"/> When repainting an area, require contractor to use low VOC paint or paint that meets Green Seal 11 standards.

Purchasing

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Discontinue the purchase of bottled water. <input type="checkbox"/> Provide each employee with a CBRE mug or cup to promote the firm and reduce waste. <input type="checkbox"/> Purchase organic or Fair Trade-labeled coffees and teas. <input type="checkbox"/> Use only 50% or higher post-consumer content paper (paper towels, napkins, paper plates, cups). <input type="checkbox"/> Use, or ask the cleaning company to use, environmentally friendly cleaning products. <input type="checkbox"/> Ensure replacement office machines have scanning capabilities to reduce faxing, printing and shipping of documents. <input type="checkbox"/> Replace bathroom paper products with recycled or post-consumer content. | <ul style="list-style-type: none"> <input type="checkbox"/> Purchase recycled file folders. <input type="checkbox"/> Purchase recycled copier/printer paper and recyclable toner cartridges. <input type="checkbox"/> Purchase recycled/post-consumer content binders. <input type="checkbox"/> Purchase refurbished or environmentally friendly new furniture. <input type="checkbox"/> Purchase environmentally friendly or recycled binding materials, tabs and covers. <input type="checkbox"/> Purchase in bulk or consolidate orders over time to eliminate extra packaging/shipping. <input type="checkbox"/> Procure office supplies through established preferred vendor online ordering tools to streamline the process and reduce paper waste. | <ul style="list-style-type: none"> <input type="checkbox"/> Use on-demand printing processes rather than push printing that requires bulk ordering of marketing materials (e.g., brochures). <input type="checkbox"/> Choose unbleached paper for products not intended for writing or printing of text (file folders, envelopes, etc.). <input type="checkbox"/> Use, or ask the cleaning service to use, microfiber towels for cleaning rather than wasteful paper towels. <input type="checkbox"/> Instead of standard light bulbs, purchase energy efficient bulbs for your office space. <input type="checkbox"/> Visit bsd.officedepot.com/buygreen for fresh office supply ideas. <input type="checkbox"/> If you host a meeting or conference involving food & beverages, source the items from a vendor that focuses on sustainable operations. |
|--|--|--|

Transportation

- | | | |
|---|--|--|
| <ul style="list-style-type: none"><input type="checkbox"/> Encourage staff to use public transportation, where available.<input type="checkbox"/> Provide incentives, such as free parking or company-paid transit passes, for employees who carpool or use public transportation. | <ul style="list-style-type: none"><input type="checkbox"/> Ask OOB to provide a place for bike storage to encourage employees to ride their bikes to work.<input type="checkbox"/> Hold long-distance meetings via NetMeeting, LiveMeeting, CBRE SNAP and conference calls rather than traveling. | <ul style="list-style-type: none"><input type="checkbox"/> Hold a contest to see how many employees can be "car free" for a day, providing free bagels or raffling off an environmentally friendly prize for the participants. |
|---|--|--|



LEARN MORE AT
energystar.gov

ENERGY STAR® is a U.S. Environmental Protection Agency program helping businesses and individuals fight global warming through superior energy efficiency.

Bring Your Green to Work with ENERGY STAR® Tips for Building Managers

The places where we work, shop, play, and learn spend \$200 billion annually on electricity and natural gas and contribute nearly half of our nation's greenhouse gas emissions. With help from EPA's ENERGY STAR program, you can improve the energy efficiency of America's buildings and fight global warming. Follow these steps featured in EPA's [Building Upgrade Manual](#)¹, developed from more than a decade of experience working with building owners and managers across the country, to get started on the path to savings.

Give Your Building a Tune-Up

Regularly examine building equipment, systems, and maintenance procedures to make sure your building is operating as efficiently as possible. Tune up heating equipment; inspect ducts and windows and seal any leaks; calibrate thermostats and set them at appropriate temperatures; insulate hot water tanks and piping throughout the building; inspect and clean/change air filters.

Improve Lighting Systems

Lighting consumes 25-30 percent of energy in commercial buildings. Improving lighting systems can reduce electricity consumption and improve the comfort of occupants in the building. Compare the lighting schedule with building uses to look for opportunities to turn lights off; replace incandescent bulbs for task lighting with ENERGY STAR qualified compact fluorescent bulbs; use automatic controls to turn lights off or dim lights in naturally lit spaces.

Take a Look Inside and Out

Reducing the amount of energy used by inefficient office equipment and other products can save energy and money. Purchase ENERGY STAR qualified office equipment whenever possible. Don't waste conditioned air—install window films and add insulation or a reflective roof coating to save energy.

Upgrade Fan Systems

Air-handling systems move air throughout a building and therefore directly affect the comfort of building occupants. Fan systems can be upgraded and adjusted to optimize the delivery of air in the most energy efficient way. Properly sized fan systems add variable speed drives, and convert to a variable-air-volume system.

Raise the Bar for Heating and Cooling Systems

Heating and cooling systems are large consumers of energy in buildings and offer great opportunities for saving energy and increasing the comfort of building occupants. Once you've followed the steps above and reduced the building's cooling loads, retrofit or install energy-efficient models and upgrade boilers and other central plant systems to energy-efficient standards.

¹ http://www.energystar.gov/index.cfm?c=business.bus_upgrade_manual



LEARN MORE AT
energystar.gov

ENERGY STAR® is a U.S. Environmental Protection Agency program helping businesses and individuals fight global warming through superior energy efficiency.

Bring Your Green to Work with ENERGY STAR® Tips for Employees

The places where we work, shop, play, and learn account for nearly half the nation's energy use. Learn how you can make many of the same green choices at work as you make at home to save energy and fight global warming with help from EPA's ENERGY STAR program.

Give It a Rest

Use the ENERGY STAR power management settings on your computer and monitor so they go into power save mode when not in use. Also use a power strip as a central "turn off" point when you are using equipment to completely disconnect the power supply.

Unplug It

Unplug electronics such as cell phones and laptops once they are charged. Adapters plugged into outlets use energy even if they are not charging.

Light Up Your Work Life

Replace the light bulb in your desk lamp with an ENERGY STAR qualified bulb. It will last up to 10 times longer and use about 75 percent less energy. Turn off the lights when you leave, especially at the end of the day.

Let It Flow

Keep air vents clear of paper, files, and office supplies. It takes as much as 25 percent more energy to pump air into the workspace if the vents are blocked.

Team Up

Create a Green Team with your co-workers, help build support for energy efficiency in your workplace, and reduce office waste. Set a goal to make your building an ENERGY STAR qualified building.

Learn more at energystar.gov/work

GREEN THOUGHTS
July 2010



TWO CONWAY PARK

150 N. FIELD DRIVE . LAKE FOREST, ILLINOIS

Introduction

CB Richard Ellis is excited to announce the creation of the Two Conway Park Green Thoughts Newsletter. This tenant newsletter will be used to disseminate information about Two Conway Park's sustainability efforts, including recycling, waste diversion, indoor environment, energy and water efficiency updates along with environmentally friendly tidbits and building activities.

We'd love to hear your feedback. Feel free to reach us via email at tracy.schaefer@cbre.com or by calling (847) 940-7770.

Sincerely,

Tracy Schaefer
Real Estate Manager

Green Thoughts

Quarterly, we'll provide tips for living more environmentally friendly at home and work. For this first installment of the newsletter, we've attached **CBRE's 101 Tips Toward a Greener Tomorrow**. Such checklist shows just how easy it can be to implement environmentally responsible routines daily. We challenge all building employees to increase their own green practices - our guess is that you'll be surprised to see how easy it is to become greener.

LEED-EB

As shared during our last tenant meeting, Two Conway Park is currently in pursuit of LEED-EB certification. The LEED for Existing Buildings rating system helps building owners and operators measure operations, improvements and maintenance on a consistent scale, with the goal of maximizing operational efficiency while minimizing environmental impact.

So what does all this mean to our tenants and vendors? It means that the Landlord and CBRE share a common sustainability philosophy and are diligently working together to consistently review and implement the most efficient and environmentally-friendly building operations at Two Conway Park. To this end, such practices will undoubtedly lead to further energy and resource conservation at the property.

CBRE
CB RICHARD ELLIS

GREEN THOUGHTS
July 2010



TWO CONWAY PARK

150 N. FIELD DRIVE . LAKE FOREST, ILLINOIS

Recycling / Waste Diversion

NEW BATTERY RECYCLING PROGRAM!

Did you realize that billions of used batteries are generated annually through a variety of processes in households, businesses and manufacturing facilities? Common sources of used batteries include cellular phones, electronics, power tools and emergency lighting. In 1990, 88% of all mercury discarded in the U.S. came from batteries. Batteries also account for 50% of all cadmium disposal. This number has continued to rise in recent years, given the rampant increase in the use of wireless communication devices.

With such in mind, we are pleased to announce that Two Conway Park is partnering with Lamp Recyclers to offer battery recycling services to all tenants effective July 26th. Forward-going all of the following batteries may be recycled at Two Conway Park.

Rechargeable

- Nickel Cadmium
- Nickel Metal Halide
- Lithium Ion
- Lead

Primary Cell

- Alkaline Manganese
- Zinc Carbon
- Zinc Air
- Lithium
- Mercuric Oxide
- Silver Oxide

To ensure that the program gets off to a good start, please know that the Building Engineer, Scott Jordan, will be delivering battery recycling receptacles to all tenant suites on Friday, June 23rd. Simply fill the receptacles with all your expired batteries and call the Engineer to have the bin contents collected. Our goal is to divert 80% of all batteries utilized at Two Conway from landfills.



TWO CONWAY PARK

150 N. FIELD DRIVE . LAKE FOREST, ILLINOIS

RECYCLING REMINDER

As just a reminder, in addition to the aforementioned, the following items can also be recycled at Two Conway Park.

- glass jars and bottles
- aluminum cans, foil, and pie tins
- tin or steel cans
- cereal boxes
- paper towel rolls
- cardboard
- plastic bottles and containers
- junk mail, magazines, catalogs and telephone books
- paper bags
- office paper and file folders
- newspapers

Best of all, all such items can be simply commingled in your desk side recycling containers or centrally located containers. Our waste hauler brings all such materials to an appropriate single-stream recycling facility.

Green Cleaning

June 1, 2010 marked the commencement of a new Green Day Cleaning Program at Two Conway Park. We continue to be very excited with the implementation of such at Two Conway Park and truly believe that the long-term program benefits (i.e. energy savings and environmental consciousness; cleaner and healthier indoor environment; enhanced security; etc.) will surely outweigh the initial acclimation jitters.

Thought you might like to know that since the program's inception, lighting requirements at the property were decreased by nearly 110 hours for the month of June alone. This translates into true electricity savings for all building occupants!

CBRE and ABM (janitorial service provider) are in close communication relative to the daily green cleaning processes at the building. Together we're working to continually seek out opportunities for process improvements and, as always, welcome your feedback and suggestions. Certainly feel free to reach us with any comments or questions.

GREEN THOUGHTS
July 2010



TWO CONWAY PARK

150 N. FIELD DRIVE . LAKE FOREST, ILLINOIS

Coming Attractions

- **Tenant Surveys** - As part of our LEED-EB certification pursuit, we will be forwarding along a couple of surveys in the coming weeks. Please be on the look-out for a Tenant Comfort Survey and Transportation Survey. We politely request and greatly encourage your participation in both surveys. Your opinions, comments and suggestions help us ensure we're meeting / exceeding your expectations.
- **Annual Fire Drill** – The building's annual fire drill will be held in September. More details will follow once the Lake Forest Fire Department confirms the actual date.

CB RICHARD ELLIS
presents

101 Tips

toward a greener tomorrow

HOUSEHOLD 1. Use motion sensors, photo cells or LED lights for outdoor lighting. 2. Replace screens with storm windows in winter to provide an extra barrier to cold air. 3. Caulk and weather strip windows and door frames to seal leaks. 4. Install double-paned windows. 5. Seal areas around all electrical penetrations, pipes and ventilation ducts. **Attic** 6. Ensure natural air flow in the attic to keep roof deck cool and dry. 7. Weather strip and insulate attic hatch or door to prevent air from escaping. 8. Cover with metal flashing all chimney or furnace flues that penetrate attic floor. 9. Seal around all lights and openings in the attic to save energy and prevent dust and allergens. 10. Install high "R-value" attic insulation. **HVAC** 11. Check air filters monthly and replace every 3 months, improving energy efficiency up to 10%. 12. Have a pre-season checkup by a licensed contractor in the spring and fall to avoid early system failures. 13. Shade the outdoor unit of a central system with a trellis or climbing vine to improve efficiency by 10%. 14. Turn ceiling fan switch to reverse in winter and operate at a low speed in clockwise direction, forcing warm air near the ceiling into living space. 15. Turn up thermostat on hot days and use a ceiling fan to cut air conditioning costs by 14%. 16. Close the chimney flue damper tightly when not in use to prevent warm or air-conditioned air from escaping. 17. Install a programmable thermostat to automatically adjust temperature when sleeping or away from home. **Home Office** 18. Choose LCD TVs over plasma screens to save more energy. 19. Unplug battery chargers or power adapters when not in use. 20. Use a power strip as a central turn-off point for all related equipment. 21. Avoid using a screensaver and flip to sleep mode or turn the monitor off. 22. Save used paper for note pads, checklists or creative doodling by the kids before recycling. 23. Replace all incandescent bulbs with compact fluorescents (CFLs use one-third less energy and last 6-10 times longer, but please recycle). 24. Properly recycle e-waste such as computers and printers. 25. Request removal from mailing lists by contacting Mail Reference Service, Direct Marketing Association, P.O. Box 3861, New York, NY 10163-3861. 26. Sign up for online banking and household bill pay services. **Bathroom** 27. Install a ventilation fan to control moisture from the shower. 28. A 10-minute shower uses less water than a full bath, saving about 5 gallons. 29. Install low-flow shower heads to save about \$150 each year on electricity. 30. Clean shower heads periodically; scaling and sediment can collect and reduce efficiency. 31. Repair all leaky faucets, which can waste more than 1,500 gallons of water annually. 32. Install low-flow or dual flush toilets. 33. If you can't upgrade toilets, place a brick in the tank to reduce water flow. 34. Install aerators to all spigots, reducing water consumption by more than 50%. **Kitchen** 35. Save water by scraping dishes instead of rinsing them before loading in dishwasher. 36. Run dishwasher only with a full load. 37. Use the air-dry option on your dishwasher or prop the door open. 38. Operate appliances later in the day or evening when energy costs are lower. 39. If your refrigerator was made before 1993, replace it with an ENERGY STAR® model, saving an average of \$45-65 annually. 40. Keep refrigerator/freezer as full as possible (cheaper to operate than an empty one). 41. Defrost freezers and manually defrost refrigerators – they'll run more efficiently and last longer. 42. Use proper pot for each of the stove burners (a 6" pot on an 8" burner wastes over 40% of the heat). 43. Cover pots and pans to keep heat in and kitchen cooler (saves about \$36 annually for an electric range, \$18 for gas). 44. Keep gas burners clean (blue flame means efficient combustion, yellow may indicate service required). 45. Appliances consume energy during non-use; unplug until needed. 46. An electric kettle uses less energy than stovetop boiling. 47. Use coffee makers featuring an auto shut-off to save energy. **Water Heater** 48. If replacing the hot water tank, consider a tankless or on-demand unit. 49. Wrap electric hot water tanks with an insulated blanket to reduce heat loss by 18%. 50. Set heater thermostat to 120° F or lower. 51. Turn off electric water heaters, turn down gas water heaters and turn off breaker to the tank when away from home for long periods.



Laundry 52. Wash laundry with cold water when possible and use cold-water products. 53. Wash full loads only, saving up to 3,400 gallons of water annually. 54. Front-loading washers use less energy and water than top loaders. 55. Don't over-dry clothes; use the moisture sensor feature. 56. Dry similar fabrics together so entire load finishes as cycle ends. 57. Dry smaller loads on shorter timer settings. 58. Clean lint trap before each load, saving up to \$34 annually (prevents fires as well). 59. Fold clothes immediately after drying to avoid wrinkles, eliminating the need to iron or use the extended tumble cycle. 60. Where available, line-dry clothes outdoors (breeze freshens garments and UVs reduce the need for bleach). **Closet** 61. Buy vintage or used garments and support local retail establishments. 62. Extend clothing life by washing inside-out and using only cold water/biodegradable products. 63. Avoid dry cleaning; many articles can be hand washed for less (especially silk, wool and linen). 64. Wear organic and recycled content materials. 65. Donate used clothing or host a clothing swap with friends. **Green Cleaning** 66. Use only natural cleaning products such as baking soda, vinegar, lemon juice, rubbing alcohol and borax. 67. Replace paper towels and disposable wipes with microfiber cloths that require only a little water. 68. Use an inexpensive foil liner at the bottom of the oven to catch greasy messes and keep clean longer. 69. For carpeted floors, use a manual carpet sweeper between electric vacuuming. 70. Try using naturally brewed tea as an alternative to chemicals when cleaning wooden floors. **CONSUMPTION** 71. Avoid using paper napkins and use cloth instead. 72. Use only reusable chopsticks. 73. Always bring your own container or tote bag shopping (100 billion plastic bags are used annually – many of which end up in landfills or on the beach). 74. Eat less beef! Methane emissions are 21 times more potent as a GHG than CO₂ (1 hamburger equals about 6 miles driven). 75. Eat only sustainable seafood (Seafood Watch and Blue Ocean Institute are excellent resources). 76. Buy less, prepare less, throw away less (each link in the "food chain" saves fuel, natural resources and healthcare costs). 77. Drink only shade-grown coffee. 78. Drink only organic wine or wines from biodynamic wineries. 79. Eat organic and locally grown produce for a more self-sustaining community. 80. Avoid drinking bottled water (Americans consume 70 million bottles a day, of which only 14% are recycled – while production uses twice the water!). **GARDENING** 81. Use compost from kitchen scraps and yard clippings as fertilizer instead of chemicals and weed killers. 82. Use lady bugs to control aphids. 83. Replace lawns with native plants, fruits and vegetable gardens. 84. Use a rain barrel to harness water and reduce erosion from storm water runoff. 85. Adding mulch and compost to soil improves water retention and reduces evaporation. 86. Soaker hoses or drip irrigation use 50% less water than sprinklers. 87. Water early in the day to avoid evaporation from sun and wind. 88. Use solar outdoor lighting in place of electric-powered fixtures. 89. Use a push mower (2006 model gas-powered mowers expel approx. 93 times more emissions than 2006 model cars!). 90. Use a broom instead of a blower or a hose. **TRANSPORTATION** 91. Walk, bike or use mass transit whenever possible (leaving your vehicle at home just 2 days a week can avoid 1,590 lb. of GHG emissions annually). 92. Share the ride (online communities like eRideShare and NuRide can hook you up with other carpoolers). 93. Work from home (the greenest commute is the one you don't make at all). 94. Drive more gently; speeding, rapid acceleration and braking frequently reduce mileage by one-third on highways and 5% on city streets. 95. Plan your route for errands and combine trips to prevent excess driving. 96. Unload junk in your trunk; gas mileage improves by 2% for every 100 lb. eliminated. 97. Stay tuned; a poorly tuned car uses 5% more gas. 98. Replace dirty air filters; a clogged filter reduces mileage by 10%. 99. Maintain proper tire pressure to improve mileage by up to 3%. 100. Avoid stacking items on top of the car, which increases drag and lowers mileage by 5%. 101. If you idle longer than 30 seconds, it's better to kill the engine than to leave it running – especially important when picking up children from school.

GREEN THOUGHTS
October 2010



TWO CONWAY PARK

150 N. FIELD DRIVE . LAKE FOREST, ILLINOIS

Introduction

Welcome to the 2nd edition of Two Conway Park's Green Thoughts Newsletter. This tenant newsletter will be used to disseminate information about Two Conway Park's sustainability efforts, including recycling, waste diversion, indoor environment, energy and water efficiency updates along with environmentally friendly tidbits and building activities.

We'd love to hear your feedback. Feel free to reach us via email at tracy.schaefer@cbre.com or by calling (847) 940-7770.

Sincerely,

Tracy Schaefer
Real Estate Manager

Green Thoughts

Quarterly, we'll provide tips for living more environmentally friendly at home and work. In this second installment of the newsletter, we'd like to remind all that October is Energy Awareness Month. As such, we invite all you to . . .

Change the World in October



To celebrate Energy Awareness Month and promote CBRE's ongoing commitment to sustainable operations, we are again participating in Change the World, Start with ENERGY STAR. [Learn more](#) and [make your pledge](#) today!

Also included in this edition are "**Bring Your Green to Work**" and "**Green at Home**" tips from Energy Star.

LEED-EB UPDATE

As previously mentioned, Two Conway Park is currently in pursuit of LEED-EB certification. The LEED for Existing Buildings rating system helps building owners and operators measure operations, improvements and maintenance on a consistent scale, with the goal of maximizing operational efficiency while minimizing environmental impact.

CBRE
CB RICHARD ELLIS

GREEN THOUGHTS
October 2010



TWO CONWAY PARK

150 N. FIELD DRIVE . LAKE FOREST, ILLINOIS

Given our common sustainability philosophies, both the Landlord and CBRE are diligently working together to consistently review and implement the most efficient and environmentally-friendly building operations at Two Conway Park.

To this end, in 2010 alone, the following more efficient practices have been implemented at Two Conway Park: the introduction of higher post waste content janitorial products, a building-wide water closet, urinal and flushometer retrofit, implementation of a day cleaning program, parking garage lighting retrofit, and the installation of a new building automation system.

Recycling / Waste Diversion

BATTERY RECYCLING

Just a quick reminder . . . battery recycling services commenced at Two Conway Park back in July. Our goal is to divert 80% of all batteries utilized at Two Conway from landfills.

Please tell us how expired battery collection efforts are working within your office. Have you collected enough batteries to fill your dedicated battery recycling bin? If so, please email / call the Engineer (Scott Jordan) to have the bin contents collected. Scott can be reached at (847) 735-1363 or scott.jordan@cbre.com.

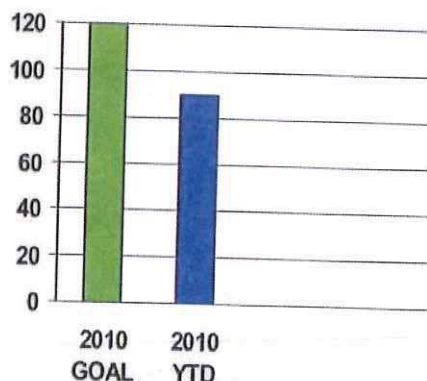
RECYCLING UPDATE

Did you know?

It takes 95% less energy to recycle aluminum than it does to make it from raw materials. Making recycled steel saves 60%, recycled newspaper 40%, recycled plastics 70% and recycled glass 40%. These savings far outweigh the energy created as by-products of incineration and landfilling.

On that note, below are the latest stats on Two Conway Park's recycling efforts.

ANNUAL RECYCLING GOAL 2010



CBRE
CB RICHARD ELLIS

GREEN THOUGHTS
October 2010



TWO CONWAY PARK

150 N. FIELD DRIVE . LAKE FOREST, ILLINOIS

Congratulations! Thanks to the cooperative efforts of all tenants building-wide, a steady increase in recycling has been recorded over the past quarter. We are nearing our 2010 annual recycling goal. Let's keep up the great work and remember to encourage your fellow co-workers to share in recycling efforts.

If the recycling trend continues to show monthly increases, we may be able to reduce the frequency of refuse retrieval at the building. Doing so would lead to a reduction in contract costs, and further translate into reduced operating expenses at the property - all the while making constructive use of re-usable materials and reducing our carbon footprint. Go team!

Green Cleaning

June 2010 marked the commencement of a new Green Day Cleaning Program at Two Conway Park. The transition from night to day cleaning program meant some minor changes to daily work routines; however we are confident that the long-term program benefits – increased energy savings and environmental consciousness, a cleaner and healthier indoor environment, enhanced security, etc. – undoubtedly made the earth friendly conversion worthwhile from both a financial and environmental perspective.

Since the program's inception, lighting requirements at the property were decreased by nearly 440 hours over the course of June – September 2010. This translates into true electricity savings (i.e. operating expense savings) for all building occupants!

CBRE and ABM (janitorial service provider) are in close communication relative to the daily green cleaning processes at the building. Together we're working to continually seek out opportunities for process improvements and, as always, welcome your feedback and suggestions. Certainly feel free to reach us with any comments or questions.

Coming Attractions

- Annual Fire Drill – The Lake Forest Fire Department is planning to hold an informative fire prevention meeting for Two Conway Park tenants in the coming weeks. During such they intend to communicate the results of the building's annual fire drill (as completed in early October) and further educate building occupants on safe, effective and expedient building evacuation procedures. Watch for a further press release on such.

CBRE
CB RICHARD ELLIS

GREEN THOUGHTS
October 2010



TWO CONWAY PARK

150 N. FIELD DRIVE . LAKE FOREST, ILLINOIS

- Annual Tenant Holiday Event – Once again we're gearing up for the annual Tenant Appreciation Event in December. More information to follow shortly.



Bring Your

GREEN TO WORK

with ENERGY STAR®

The small steps you take at work to save energy can make a big difference in the fight against global warming.



Take a virtual tour at
energystar.gov/work
and see what else you can do.

ENERGY STAR® is a U.S. Environmental Protection Agency program helping businesses and individuals fight global warming through superior energy efficiency.



Office of Air and Radiation • For more information www.energystar.gov or call 1.888.STAR.YES (1.888.782.7537) • (02/02) EPA 430-11-00-002 • December 2000 • Recycled/Recyclable • Printed with Vegetable Oil Based Inks on Recycled Paper (Minimum 50% Post-consumer Content)

Bring Your **GREEN TO WORK**

with ENERGY STAR®



Learn how you can make many of the same green choices at work as you make at home to save energy and fight global warming with help from EPA's ENERGY STAR program.

1 Give It a Rest

Use the ENERGY STAR power management settings on your computer and monitor so they go into power save mode when not in use. Also use a power strip as a central "turn off" point when you are using equipment to completely disconnect the power supply.

2 Unplug It

Unplug electronics such as cell phones and laptops once they are charged. Adapters plugged into outlets use energy even if they are not charging.

3 Light Up Your Work Life

Replace the light bulb in your desk lamp with an ENERGY STAR qualified bulb. It will last up to 10 times longer and use about 75 percent less energy. Turn off the lights when you leave, especially at the end of the day.

4 Let It Flow

Keep air vents clear of paper, files, and office supplies. It takes as much as 25 percent more energy to pump air into the workspace if the vents are blocked.

5 Team Up

Create a Green Team with your co-workers, help build support for energy efficiency in your workplace, and reduce office waste. Set a goal to make your building an ENERGY STAR qualified building.

Learn More at energystar.gov/work

ENERGY STAR® is a U.S. Environmental Protection Agency program helping businesses and individuals fight global warming through superior energy efficiency.



Live **GREEN AT HOME**

with ENERGY STAR®



Learn what you can do at home to save energy,
save money, and help protect the environment.

1 Change a Light

Replace your five most frequently used light fixtures or the bulbs in them with ENERGY STAR qualified lights, and save more than \$65 a year in energy costs. ENERGY STAR qualified bulbs use 75 percent less energy and last up to 10 times longer than incandescent bulbs.

2 Get with the Program

The average household spends nearly \$2,000 a year on energy bills—nearly half on heating and cooling. A programmable thermostat, set and used properly, can save about \$180 each year.

3 Choose Energy Efficiency

Look for the ENERGY STAR when buying home appliances, electronics, and heating and cooling systems. Ask your local utility company if you qualify for rebates or incentives.

4 Seal the Deal

Improve energy efficiency and comfort by finding and sealing air leaks to the outside. You or a licensed contractor can follow ENERGY STAR home sealing recommendations.

5 Change the World, Start with ENERGY STAR

Take the ENERGY STAR pledge and learn how small steps can make a big difference in protecting our environment and saving energy.

Learn More at energystar.gov/changetheworld

For more information
www.energystar.gov
or call **1.888.STAR.YES**
(1.888.782.7937).



Office of Air and Radiation
(6202J) EPA 430-F-08-017
August 2008



Ryan Parsons
Tenant Coordinator

Asset Services

25 Corporate Drive
Suite 110
Burlington, MA 01803-4238

T 781 272 4212
F 781 272 6226

ryan.parsons@cbre-ne.com
www.cbre-ne.com



April 22, 2010

Dear Tenant of Burlington Centre,

The Corporate Drive property owner, Corporate Drive Corporation, and CB Richard Ellis have committed to reducing energy use, water use, and waste disposal. Help reduce our building's environmental footprint by following these simple, no- and low-cost energy-saving tips.

REDUCE ELECTRIC CONSUMPTION

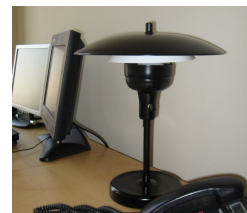
- **Turn Off Overhead Lighting When Offices Are Unoccupied**

On average, lighting accounts for 29% of total building energy consumption. While the Burlington Centre Cleaning Team turns all building lights off at 9:30 PM, most tenants can conserve additional electricity by turning lights off as they leave offices, conference areas, and other rooms.



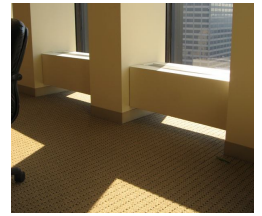
- **Install Energy Efficient Light Bulbs In Proprietary Fixtures**

Burlington Centre completed a building-wide lighting retrofit that reduced the energy consumption of overhead light fixtures. If your office has additional fixtures, such as small desktop lamps, we encourage you to install energy-efficient compact fluorescent lights (CFLs).



- **Open or Close Blinds**

In warm weather, help reduce cooling costs by closing window shades to keep out the sun's heat. In colder months, reduce heating costs by keeping shades open to the sun's warmth. This will reduce energy consumption and help employees remain more comfortable.



- **Keep Space Heaters Out of the Building**

A \$15 space heater – pictured to the right – uses approximately 1500 kWh of electricity – the equivalent of approximately fifteen computers! Space heaters also pose a serious fire hazard and thus are not allowed at Burlington Centre. When your workspace is cold, you are encouraged to contact building management.



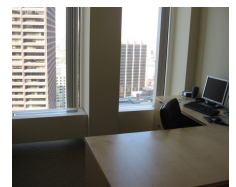
- **Seasonally Modify Your Internal “Comfort Zone”**

Studies have shown that a personal indoor “comfort zone” exists between 69 and 78 degrees. To remain comfortable while also saving energy, an office can simply set thermostats at the top of this zone in summer or at the bottom of the zone in winter. Employees are also encouraged to dress appropriately for the season.



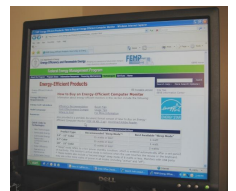
- **Position Workstations to Receive Natural Light**

When workstations receive natural light, overhead lighting requirements are reduced. Energy can be conserved by simply repositioning a desk, moving a partition wall or lowering cubicle walls.



- **Program Computers and Copiers For Low Power “Sleep Mode”**

Most computers, computer monitors and photocopiers can be programmed to automatically switch to a low power mode after a set period of idle time. “Sleep mode” decreases the consumption of the average 100 Watt monitor to only 15 Watts, while “hibernate mode” decreases consumption to an average of 8 Watts. Avoid screensavers.



- **Turn Off Computer Peripherals and Equipment When Not in Use**

Turn off or unplug printers, copiers, and fax machines at night and on weekends rather than simply putting them into stand-by mode. This equipment uses energy and generates heat (increasing the amount of AC needed in the office) even when idle.



- **Purchase ENERGY STAR Office Equipment**

Visit www.energystar.gov to explore a variety of computers, copiers, fax machines, mail machines, water coolers and more that all feature the ENERGY STAR label. Equipment that has been certified by ENERGY STAR represents the most efficient equipment that is currently available, using 30-75% less energy than typical equipment.



REDUCE WATER CONSUMPTION

- **Water Saving Tips:**

Immediately alert building management at (781) 272-4212 to any leaky or broken faucets or running toilets, so they can be promptly fixed. One faucet that leaks one drop per second can waste 2,700 gallons of water per year, and a leaky toilet can waste about 200 gallons of water every day. Also, rinse dirty dishes, fruits and vegetable from lunch in a bowl of water, rather than under constantly running water. And wait to start the dishwasher in the kitchen until it is completely full.



- **Limit Water Flow on Kitchen Sinks and Bathroom Fixtures**

Burlington Centre has set most of the building's lavatory sinks to a flow rating of 0.5 gallons per minute and most of the building's toilets to 1.1 - 1.6 gallons per flush. If your office has a private bathroom or shower, CBRE can also limit the flow of these fixtures at your request.



ADMINISTRATIVE OPERATIONS

- **Recycle, Recycle and Recycle**

A plastic bottle that is thrown in the trash will sit in a landfill quite literally forever. Recycling not only prevents waste from reaching landfills, it also uses far less energy than producing goods from raw materials. Burlington Centre also provides printer cartridge, battery, and e-waste recycling at no cost. Contact Building Management for more information.



- **Replace Fax Machines with Fax Modem Technology**

Relatively inexpensive technology allows faxes to be directly delivered to your email and then printed only as needed. The cost of these services is often directly offset by savings on copy paper and toner.



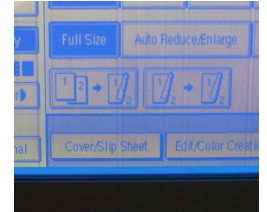
- **Institute a Paperless Record-Keeping System**

If your office routinely photocopies invoices or receipts, consider transitioning to a paperless record-keeping system that incorporates a scanner or photocopier to create digital copies.



- **Default Photocopiers and Printers to Double-Sided Copying**

Although many office copiers and printers can print double-sided copies, staff members may be unsure how or may not remember to do so. By adjusting the copier, printer and computer default settings to double-sided copies, an office may reduce copy paper purchases by as much as 50%.



- **Reduce Handouts at Meetings**

Rather than printing handouts for meetings, many offices have begun to distribute electronic handouts as email attachments. Although some attendees may invariably print these, electronic handouts will still result in a significant conservation effort. When a hard copy is necessary, print on both sides of the paper with two or more PowerPoint slides per sheet. Keep old documents for use as scrap paper or packing material, or recycle them.



- **Create a “Reuse” Area for Office Supplies**

Eliminate the need to purchase new office supplies, office organizers and computer peripherals by creating an office supply cabinet for lightly used office supplies. When purchases need to be made, the “reuse” area will be the first stop for “no cost” supplies.



- **Reuse Office Supplies and Purchase Recycled Materials**

A number of ideas exist for reusing office supplies such as the use of inter-office envelopes for internal memos or the use of old company letterhead for note-taking. A wide variety of office supplies are also now made from recycled materials – dramatically increasing your purchase options.



- **Support Local Office Supply and Furniture Manufacturers**

By showing support for local office supply and furniture manufacturers, your company shows support for the environment, as local supplies require far less shipping aboard gas-guzzling tractor-trailers. In many



cases, the reduced fuel expense is passed on in the form of supply savings.

- **Minimize Newspaper and Magazine Subscriptions**

While many employees enjoy their daily Wall Street Journal or Boston Globe, both newspapers are available online at little or no cost. Some offices have also established a central reading area for these publications to reduce the need for multiple subscriptions.



- **Remove Your Company's Name From Catalog or "Junk Mail" Lists**

Each year, nearly 100 Million trees are ground up to create junk mail which dramatically increases USPS fuel consumption. To remove yourself from unwanted junk mail lists, inform the senders that your company's sustainability policy prohibits you from purchasing from any company that sends unwanted or unsolicited mail.



CATERING

- **Eliminate Paper Plates and Plastic Forks, Spoons, and Knives**

If your office has a dishwasher, purchase a set of washable tableware and plates. Ask caterers to stop providing disposable tableware and plates.



- **Stop Purchasing Bottled Water**

Only about 20% of U.S. water bottles make it to a recycling bin, and those bottles that are recycled consume a substantial amount of energy in the process. By outfitting your kitchen with a centralized water cooler and reusable cups or bottles, you'll conserve precious resources and save money.



- **Purchase A Coffee Maker With Reusable Mugs**

Eliminate coffee cups from your office waste stream by purchasing enough reusable coffee mugs for your entire office. The best incentive toward eliminating disposable coffee cups is a free cup of coffee just steps away from your desk.



- **Ask Caterers to Hold the Condiment Packets, Sugar Packets, etc.**

Most popular condiments can be purchased through an office supply company in bulk and then stored in a centralized location such as a kitchen. By providing these items to your staff at no cost, you'll eliminate the need for caterers to provide them.



- **Reject Styrofoam Packaging**

Polystyrene packaging, including coffee cups and takeout boxes, are not recyclable and generally takes centuries to decompose in a landfill. By rejecting styrofoam packaging, your office will pressure your favorite caterer to find an acceptable alternative.



- **Purchase Local Catering**

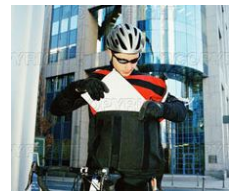
Most local catering companies either deliver on foot or via push carts, eliminating any carbon emissions associated with delivery vans or delivery trucks.



BUSINESS TRAVEL

- **Use A Bike Courier for Local Deliveries**

The price for a local bike courier delivery is generally cheaper than an in-town FedEx or UPS delivery – and comes at a fraction of the environmental cost. As an added benefit, courier service is faster than overnight service and does not require filling out a packing slip.



- **Establish a Hybrid Rental Car Policy for Business Travel**

Most car rental agencies offer hybrid rentals at only a slight premium to traditional cars. With increased demand for hybrid vehicles, hybrid costs will eventually be competitive with – or fall below traditional vehicles.



- **Encourage Mass Transportation or Carpools**

Many companies either subsidize MBTA passes or offer in-town parking discounts to employees who carpool into work.



- **Plan Air Travel on Large Aircraft With Few Connections**

When planning business travel, consider the carbon emissions of your aircraft and endeavor to choose flights with the lowest possible carbon emissions.



By using less energy, we reduce our demand on the utility to generate power, which reduces the amount of greenhouse gases emitted into the atmosphere. Collectively, seemingly small actions can make a big contribution toward slowing climate change. For more information and resources on energy efficiency, visit the ENERGY STAR Web site at www.energystar.gov.

Sincerely,

The Management Team at Burlington Centre

Here's what we've been doing to get **GREENER** around Burlington Centre:

ENERGY AND ATMOSPHERE

- 30 Corporate Dr. has been benchmarked with an EnergyStar rating. We came in at 91 (most buildings rate at 50).
- We've hired Green Building Services, LEED Certification Specialists, to help us achieve our goal of certifying the building as being **green**.

MATERIALS AND RESOURCES

- Cleaning agents used in the restrooms and office areas are all Green Seal Certified.
- All of the paper products supplied in the restrooms are "**green**." If you haven't already noticed, all hand towel dispensers have been changed to automatic ones, allowing us to gauge the amount of paper we use to dry our hands.
- We have coordinated the disposal of electronics in the most earth-friendly way by providing tenants with the option to recycle electronics free of charge.

INNOVATION

- There is a "**green**-office checklist" which has been distributed to all the tenant contacts. Please use this list as a way of going **green** at the office and at home. If you would like a copy, please contact the Tenant Coordinator by calling the Property Management Office at (781) 272-4212 or contact your office manager.



LEARN MORE AT
energystar.gov

ENERGY STAR® is a U.S. Environmental Protection Agency program helping businesses and individuals fight global warming through superior energy efficiency.

Celebrate Your ENERGY STAR Building or Plant!

Promote Your Success with ENERGY STAR

You have been recognized by ENERGY STAR for your hard work and commitment to saving energy—now celebrate your achievement! In large and small ways, share recognition of your accomplishment with your colleagues, employees, customers, and community:

- Display the ENERGY STAR in a prominent place at your facility site—the entranceway or the main reception area are *much* better choices than the engineer's office, storage room, or basement!
- Issue a press release announcing that you have earned the prestigious ENERGY STAR and distribute it to local media (see www.energystar.gov/labeledbuildings for a sample).
- Hold an organization-wide employee meeting and present the ENERGY STAR plaque to an official of your organization. Request an ENERGY STAR flag or banner and hoist it above the stage! Add ENERGY STAR decals to entranceways. Take photos for the company newsletter, and also send a photo with caption to the local newspaper.
- Distribute certificates of recognition/appreciation/participation to organizations or individuals who contributed time and effort to earning the ENERGY STAR.
- Reserve a special parking space for your energy manager for a month in recognition of his/her achievement and publicize this among your employees.
- Make plans to announce that your facility has earned the ENERGY STAR at a scheduled meeting where press typically will be in attendance (for example, an announcement of a K-12 school earning the ENERGY STAR could take place at a District School Board meeting).
- Write a letter celebrating your achievement to your mayor, councilmember, Chamber of Commerce, Board of Education, governor, congressperson or senator, or other official representatives for your organization. Encourage them to challenge other organizations like yours to earn the ENERGY STAR.



LEARN MORE AT
energystar.gov

ENERGY STAR® is a U.S. Environmental Protection Agency program helping businesses and individuals fight global warming through superior energy efficiency.

- Invite local government officials, regional EPA officials, and members of the press to tour your ENERGY STAR facility along with your top company or organization officials. Present a certificate of achievement to company officials.

Host an ENERGY STAR Event

One of the best ways to share your energy efficiency achievements is to host a recognition event with your employees and community. Recognition events may include a special employee luncheon, an energy fair, or any other type of event that brings people together to learn about energy efficiency and ENERGY STAR. Use the steps below to create your event or modify the outline to suit your organization's needs.

- Select a date and time for the event that is convenient for employees, the media, and other guests you may wish to invite.
- Contact your local elected officials and regional EPA office to schedule their attendance. It's especially important to include those who have helped support your organization's efforts to earn the ENERGY STAR, and recognizable public figures will help bring media attention to the event.
- Develop an agenda with a timeframe of 15-30 minutes for the award presentation and speakers. You may have one or more speakers. For example:
 - 10:45 a.m. – Invited guests, speakers, attendees arrive
 - 11:00 a.m. – Welcome, opening remarks by organization representative or event coordinator
 - 11:05 a.m. – First speaker – Local elected official
 - 11:10 a.m. – Second speaker – Local leader/champion of the environment
 - 11:15 a.m. – Third speaker – EPA representative or other official
 - 11:20 a.m. – Presentation of ENERGY STAR to organization by EPA or other official
 - 11:25 a.m. – Acceptance of the ENERGY STAR and remarks by organization leader or energy manager
 - 11:30 a.m. – Event concludes

You may wish to assign one person to coordinate the event and speakers, designate a communications contact to work with members of the media before and during the event, and schedule a photographer or videographer to record the event. A small reception may be nice. Share your photos, articles, and materials with ENERGY STAR and your event may be posted on www.energystar.gov as an example for other organizations.



LEARN MORE AT
energystar.gov

ENERGY STAR® is a U.S. Environmental Protection Agency program helping businesses and individuals fight global warming through superior energy efficiency.

You can customize ENERGY STAR sample communications materials or develop your own to support the event. Possible materials include:

- A press release or a press kit including the press release, information about your facility and organization, and facts about ENERGY STAR labeled facilities.
- Posters and/or banners to draw attention to the podium or stage.
- Your ENERGY STAR facility profile—how you succeeded in making your facility a top energy performer nationwide. Make sure to provide copies to attendees and to the media.

The day after the event, deliver event photos with written captions to editors at local newspapers and business publications that were not represented at your event.

For additional guidance on how to coordinate your ENERGY STAR label event or media outreach, contact Maura Beard, Strategic Communications Director, ENERGY STAR Commercial Buildings and Industrial Facilities at beard.maura@epa.gov

Spring Tenant Newsletter



SPRING, 2010

VOLUME 1, NUMBER 1

March Highlights

- Mar 20 – Spring Begins
- Mar 28 – Palm Sunday
- Mar 29 – Passover

April Highlights

- Apr 1 – April Fool's Day
- Apr 2 – Good Friday
- Apr 4 – Easter Sunday
- Apr 22 – Earth Day

May Highlights

- May 5 – Cinco de Mayo
- May 9 – Mother's Day
- May 31 – Memorial Day

**Earth Hour is Saturday night,
March 27, 8:30 to 9:30 p.m.**

Introduction

CB Richard Ellis is excited to announce the creation of the **Burlington Centre Tenant Newsletter**. This tenant newsletter will be used disseminate information about the happenings on Corporate Drive, including new tenant move-ins, building activities, construction, and various other informative topics .

Please feel free to give us your feedback on the newsletter by emailing your tenant coordinator at ryan.parsons@cbre-ne.com or by calling the Property Management Office at (781) 272-4212.

Building 25 Patio Furniture

It's that time of year again! To celebrate spring and the arrival of warmer temperatures, we wanted you to be aware that the outdoor seating in the back of Building 25 has been set out on the patio for use throughout the spring and summer. For those of you that like to enjoy your lunch outside or read a book on your lunch hour, please feel free to utilize these tables and chairs. The seating is available to all tenants of Corporate Drive.

Spring Cleaning on Corporate Drive



Please be aware that over the next several months, Burlington Centre will begin its yearly thaw from the winter and begin its spring cleanup. Please be mindful of window washers, landscapers, street sweepers, and various other vendors that may be onsite to get our buildings ready for the coming months.

NOTE: We take pride in our landscaping efforts and want all tenants to benefit from our beautifully landscaped park. Kindly do not disturb the flowers and plants as they begin to flower and germinate for the season.

Earth Hour 2010

CB Richard Ellis is proud of its commitment to preserving the earth's natural resources through social responsibility and sound business practices. The World Wildlife Fund's ("WWF") Earth Hour 2010 represents a significant opportunity for individuals, families, communities, and industries like commercial real estate to demonstrate their commitment from **8:30 to 9:30 pm, Saturday, March 27**.

Earth Hour unites cities, businesses, schools, organizations and individuals around the globe by turning out lights for one hour in a symbolic and unified call for action on climate change.

Observe Earth Hour in your local office by turning off all non-essential lights, computers, and kitchen and office equipment upon your departure on Friday, March 26. If you are in the office on Saturday, March 27, please employ the same approach during this one history-making hour.

Snack and Soda Machines

We are pleased to announce that snack and soda machines have arrived on Corporate Drive. These machines are perfect for those late afternoon snack or caffeine cravings! They are located in the following locations:

- (1) soda machine in the lower level lobby of Building 35
 - (1) soda machine in the cafeteria of Building 25
 - (1) snack machine in the cafeteria of Building 25
- **The café seating area in Bldg. 25 will remain open until 6pm to allow access to the vending machines.**

Recycling



We have several recycling options available to the tenants of Corporate Drive, and we encourage everyone to take advantage of these programs. The following recycling options are free of charge, so I wanted to make everyone aware of them:

- **Electronics:** We encourage tenants to recycle all electronic items from around the office or from home. Anything electronic or that conducts electricity can be recycled on campus, free of charge. However, there are two exceptions, **NO TELEVISIONS OR FLOURESCENT LIGHTBULBS.**
- **Paper:** Burlington Centre is currently under contract with E.O.M.S. to use their recycling services. Every two weeks, E.O.M.S. picks up commingled recycling waste. 65 gallon totes are provided to the site and filled with office paper collected by tenants. Please contact the Property Management Office for a tote. The following is a list of paper accepted by E.O.M.S.:
 - Printing and writing papers of all colors
 - Letterhead
 - Envelopes
 - Post-it Notes
 - Brochures
 - Carbonless multi-forms
 - Copy paper
 - Newspaper/Magazines
 - Manila envelopes
 - Telephones books
 - Soft and hardcover books

***Staples and paper clips are acceptable**

On-call pickup service of specialty items is also available. Specialty items include, but are not limited to, wood pallets, refrigerators, and bulky waste.

- **Bottles and Cans:** Bottles and cans can be collected in your suite and picked up by placing a work order request, sending an email to Ryan Parsons, or by calling the Property Management Office directly. You may use any type of receptacle to collect the bottles. However, should you need to purchase a bin specifically designed for bottles and cans for the price of \$65.00, please contact the Property Management Office.

Trash Stickers

Please be advised that Janitronics, our current cleaning vendor, will not remove any trash that has not been placed inside a recycle or trash bin. For example, they have been instructed not to remove any boxes or large trash items that have been placed by your suite door or next to or on top of your trash can. To indicate to the cleaners which items should be discarded, we have provided tenants with trash stickers free of charge which should be placed on the unwanted items. To request a free supply of trash stickers for your office, please contact the Property Management Office.

JANITRONICS
BASURA
TRASH
DECHETS



Any questions or concerns,
don't hesitate to contact the
Property Management office:
(781) 272-4212

Unidine Coffee Special

Undine Café in both Buildings 25 and 30 have launched a new coffee program, which allows customers to earn one FREE coffee with the purchase of 9 coffees. Be sure to stop by one of the cafeterias to obtain your tracking card, and don't forget to have it stamped each time you purchase your morning coffee.

Please take note that the weekly menus are now available online. Please save the following websites in your favorites menu on your internet browser:

- **Building 25:** <http://menu.unidine.com/BurlingtonCentre25/>
- **Building 35:** <http://menu.unidine.com/BurlingtonCentre30/>

CBRE Cares Program

Burlington Centre at Corporate Drive, in conjunction with CB Richard Ellis/New England ("CBRE/NE"), is rolling out a new charitable program in 2010. The program intends to harness the aggregate potential of 32 million square feet of CBRE/NE managed properties and its tenants. The program will strategically engage CBRE/NE employees and tenants in CBRE/NE managed buildings in charitable activities including volunteer opportunities and donations drives.

Please be on the lookout for emails and signage regarding next month's charitable/giving opportunities. Below is the next event planned:

March/April: Make a difference and Become a Mentor (*details to come*)

"Our mission is to build a foundation for our community by facilitating a variety of volunteer and giving opportunities that have a significant effect on the lives of families in need - *building today for a stronger tomorrow.*"

Building Rules and Regulations to Remember

Please review with your employees the following building rules:

- **Visitor Parking:** Visitor parking is for building visitors only. Employees should park in the lot or in the garage. Cars parked in visitor's spots may be cited and/or towed. Please also refrain from parking in designated spots, such as motorcycle and compact car areas, unless you belong to that category.
- **Solicitors:** As a reminder, the building has a policy of not allowing solicitors or any unknown (or suspicious) persons to enter your suite. Should you encounter or witness any such person, please contact the Property Management Office immediately.
- **Animals:** No birds or animals of any kind can be brought or kept in or about the premises.
- **Smoking:** Smoking or carrying lighted cigars, cigarettes or pipes is prohibited in the buildings. Please use the smoking areas provided near the rear entrance to each of the buildings. Also, please do not congregate directly in front of the doors.

PLEASE NOTE: Kindly do not throw your cigarette butts on the ground. Please assist our dayporter by placing them in the receptacles provided.



Summer Tenant Newsletter



SUMMER, 2010

VOLUME 1, NUMBER 2

June Highlights

- Jun 20 – Fathers Day
- Jun 21 – Summer Begins

July Highlights

- Jul 4 – Independence Day
- CBRE Cares Food Drive

August Highlights

- Aug 19 – Tenant Barbeque
- Aug 21 – Condo Yard Sale

September Highlights

- Sep 6 – Labor Day
- Sep 12 – Grandparents Day
- Sep 21 – Blood Drive



Introduction

CB Richard Ellis is excited to announce the creation of the **Burlington Centre Tenant Newsletter**. This tenant newsletter will be used to disseminate information about the happenings on Corporate Drive, including new tenant move-ins, building activities, construction, and various other informative topics.

Please feel free to give us your feedback on the newsletter by emailing your tenant coordinator at ryan.parsons@cbre-ne.com or by calling the Property Management Office at (781) 272-4212.

!Building Shutdowns!

Please be advised that due to routine maintenance on the buildings' electrical switchgear, we must shut off the power to 25, 35 and 30 Corporate Drive according to the following schedule:

- | | |
|-----------------------------|----------------------------------|
| • 30 Corporate Drive | Saturday, July 24, 2010 |
| • 35 Corporate Drive | Saturday, July 31, 2010 |
| • 25 Corporate Drive | Saturday, August 14, 2010 |

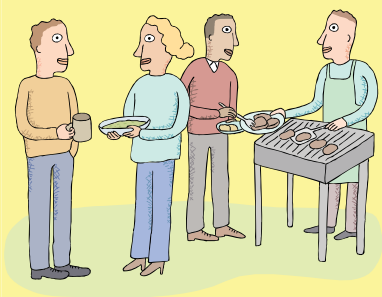
Each powerdown is scheduled to last from approximately **7:00 a.m. through 3:00 p.m.** Even though the work is expected to be completed within that timeframe, in rare circumstances it could take longer than what's indicated. During this time, all electricity to your building will be disconnected, and there will not be any emergency generators or backup power sources available. As a result, all power to data centers, refrigerators, personal computers, fish tanks, and any other electronic machines will be affected.

We recommend powering down all electrical equipment, such as data centers, computers, and printers before leaving the office on the Friday afternoon before your scheduled date. We anticipate that the power will be off for an extended period of time, so we're recommending that you unplug your refrigerators and drain them ahead of time. As a precaution, we also recommend that you remove any items from your fridges that you wouldn't want to go to waste (just in case).

Unidine Café Updates

Unidine Corporation, Burlington Centre's food service vendor, would like announce a couple new happenings at cafes throughout the summer:

- Iced coffee is now being served at 30 Corporate Drive (ONLY). Please ask for a fresh cup behind the counter, as it's stored in the refrigerator.
- Every Thursday during the summer months, Lynette Silva, head chef at Burlington Centre, will prepare fresh barbeque items on the grille outside 25 Corporate Drive. You can always expect hamburgers, hotdogs, and sausages to be available. However, each week there will be one main dish that's different such as swordfish, steak tips, and barbeque ribs. Please review the 25 Corporate Drive lunch menu for a list of barbeque items available that week.



YARD SALE!



- Ice cream sandwiches are available for sale at both 25 and 30 Corporate Drive. Kindly ask for one behind the counter, as they are stored in the freezer.

CBRE CARES Food Drive

During the month of July, CB Richard Ellis will be teaming up with several food banks throughout New England to collect food for those individuals who are less fortunate. At this time, we are unsure what the exact dates of the drive will be. Please be sure to be on the lookout for the CBRE Cares bins and signs throughout your building.

"Our mission is to build a foundation for our community by facilitating a variety of volunteer and giving opportunities that have a significant effect on the lives of families in need - *building today for a stronger tomorrow.*"

Annual Tenant Barbeque

It's that time of year again! The Burlington Centre annual barbeque will take place on Thursday, August 19, 2010, and all tenants are invited to attend. The barbeque will be open from 11:30 AM through 1:30 PM, and all your favorite summer pickings will be available. Please note, in appreciation of your continued tenancy here at Corporate Drive, this event is free of charge to anyone who works in the office park.

As the details are rolled out during the month of July, we will keep you posted for the exact location and menu.

Maple Ridge Yard Sale

Our neighbors at the Maple Ridge condo park are excited to announce that they will be hosting a community yard sale on **Saturday, August 21, 2010** starting at **10:00 AM**. The yard sale will take place on the sidewalk along Corporate Drive and continue through the Maple Ridge condo park. Please feel free to stop by if you are in the area.

Electronic Recycling

As previously mentioned, please feel free to bring in any electronic items from home that you will be throwing away. We will arrange to have the items recycled at no cost to you. **Please keep in mind, we do not take televisions.** We at CB Richard Ellis take sustainability very seriously, and we hope to help you achieve your recycling goals both at the office and at home.

NEW TENANTS

Please welcome the following new tenants to the park:

- Allocure: 25 Corporate Drive, 3rd Floor

These tenants will be in the process of building out their new suite over the coming weeks. Please pardon our appearance and the possibility of some minor noises while these tenants get settled into the park.



Any questions or concerns,
don't hesitate to contact the
Property Management office:
(781) 272-4212

Fitness Center Updates

If you haven't already noticed, we've added a couple new exercise products to the fitness center. We've purchased new floor mats, weight balls, jump ropes, and stretch cords. A cubby holder has also been placed inside the gym for users to place their bags and other personal belongings while they work out. If there's something you'd like to see be added to the gym please do not hesitate to reach out to us. We're open to suggestions in the coming months as we decide what changes and additions to make to the fitness center.

LEED Certification

Please join us in congratulating 30 and 35 Corporate Drive for recently becoming LEED certified. *What's LEED you ask?* The Leadership in Energy and Environmental Design (LEED) Green Building Rating System, developed by the U.S. Green Building Council (USGBC), provides a suite of standards for the environmentally sustainable design, construction and operation of buildings and neighborhoods. LEED certification is based on a variety of categories, such as site sustainability, energy, materials, and indoor quality. This designation is an honor and is highly respected in the commercial real estate industry. The following buildings have now been awarded LEED Certification:

- 35 Corporate Drive
- 30 Corporate Drive
- 10 Corporate Drive

Although 25 Corporate Drive is not yet certified, we're working on achieving certification in the near future. We should feel proud that we're among a very small group of buildings in the 128 belt, and the first Burlington buildings to be retrofitted for LEED Existing Building Certification.

Building Rules and Regulations to Remember

Please review with your employees the following building rules:

- **Parking:** Visitor parking is for building visitors only. Employees should park in the lot or in the garage. Cars parked in visitor's spots may be cited and/or towed. Please also refrain from parking in designated spots, such as motorcycle and compact car areas, unless you belong to that category.
- **Smoking:** Please be mindful of individuals entering the buildings. We kindly ask that you do not smoke in front of the rear entrance doors and to provide a clear entrance.
- **Speed Limits:** Please be mindful of your speed when you are driving along Corporate Drive. There have been several accidents, and we would like to keep our park as safe as possible.

PLEASE NOTE: Kindly do not throw your cigarette butts on the ground. Please assist our dayporter by placing them in the receptacles provided.

*From all of us at CB Richard Ellis,
we wish you a Happy Summer!*

Ryan Parsons

From: Ryan Parsons [ryan.parsons@cbre-ne.com]
Sent: Friday, August 06, 2010 8:36 AM
To: Parsons, Ryan @ Burlington
Cc: John Carriker; Adrienne Lazure; Steve Tremblay; Richards, Gail; Marilen Adraneda; Karen Chiarenza; Rogers, Susan; Pichette, Charlotte; Bernie Jones; Picardi, Marianne; Fishman, Jayme; TTeng@tsmc.com; Kathy Rubino; Evans, Patty (ELS-BUR); Carole Mason; Kathy Loughlin; Karen K. Coppolino; John Cheetham; kathy.bernard@maptuit.com; Wildfong, Ann; Linda O'Hara; Joe Casali; Alison Bracken

Subject: Corporate Drive Carpooling

Good Morning, Tenants!

We at CB Richard Ellis are always looking for ways to increase our longstanding commitment to sustainability and the environment. One of the new things we will institute for our three buildings at Corporate Drive is to offer tenants the chance to carpool with other drivers to Burlington. By increasing the number of people in each car, we can take cars off the road and decrease emissions into the atmosphere.

To help introduce our Corporate Drive community to the option of carpooling, we will be setting up carpool ride boards where you can sign up if you're interested. Simply locate one of the boards in your building, at the locations listed below.

Sign up by providing:

- Your name
- Contact information
- The town where you commute from
- Whether you would like a ride or can provide one, or would share driving

When you see someone on the list that might be a match, contact that person to set up your own schedule. As an incentive to take non-drivers as passengers, monetary contributions, in addition to gas money, could be negotiated.

By carpooling, you can save the environment and save money at the same time!

The boards can be found in the following locations:

- **30 Corporate Drive:** In the cubby area located next to the tenant mailboxes behind the freight elevator on the main level
- **35 Corporate Drive:** Against the inside wall near the soda machine on the lowest level of the building
- **25 Corporate Drive:** On the right-hand side of the soda machine itself (the one you put money into), inside the cafeteria

If you have any questions or concerns, please do not hesitate to contact me. Kindly communicate this message to everyone within your company.

Thank you,
Ryan

Ryan T. Parsons | Tenant Coordinator
CB Richard Ellis/New England | Asset Services
25 Corporate Drive, Suite 110 | Burlington, MA 01803

Ryan Parsons

From: Ryan Parsons
Sent: Tuesday, March 23, 2010 11:45 AM
To: Ryan Parsons
Cc: John Carriker
Subject: Earth Hour 2010

Good Morning Tenants:

The CB Richard Ellis Property Management Office would like to encourage everyone to participate in Earth Hour 2010. This effort is part of the World Wild Life Federation to have a "dark hour" at **8:30 pm EDT on Saturday, March 27, 2010** in order to conserve energy and save the earth's natural environment. Earth Hour began in Sydney, Australia in 2007 and has now grown to include over 5,000,000 people in 100 countries. For more information on Earth Hour, please visit the Earth Hour website at www.earthhour.org

I am sure you have seen our signs in the elevator lobbies, but for those of you who haven't, please read below:

Earth Hour unites cities, businesses, schools, organizations, and individuals around the globe by turning lights out for one hour in a symbolic and unified call for action on climate change. Observe Earth Hour in your office by turning off all non-essential lights, computers, and office equipment upon your departure from work on **Friday, March 26**. Please let me know if you have any questions or concerns.

Best Regards,
Ryan



Ryan T. Parsons | Tenant Coordinator
CB Richard Ellis/New England | Asset Services
25 Corporate Drive, Suite 110 | Burlington, MA 01803
T 781 272 4212 | F 781 272 6226
ryan.parsons@cbre-ne.com

Please consider the environment before printing this email.



